Updates

CONTENTS

3.0 Members adding their own Professional Interests

3.0.1 Members adding their own Professional Interests after self-registering

The Member self-registration process finishes by landing on the Members 'Your Professional Interests' page. This provides new Members with the opportunity to enter topics they are interest in.
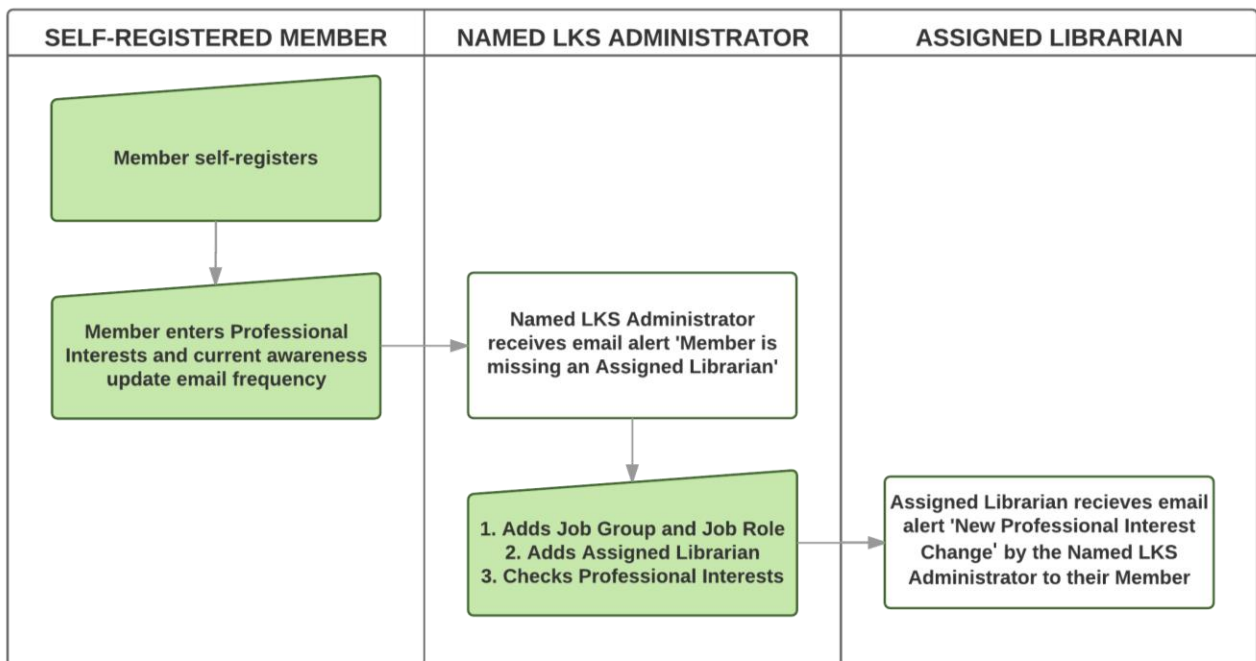
- Member clicks on Log in or the Click here to log in with your OpenAthens ID link

- The Member is then given the option to enter their NHS OpenAthens username and password
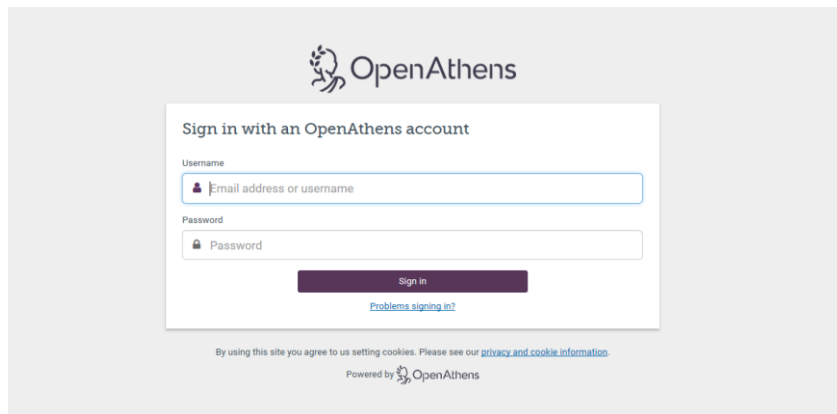
- The Member is then given the option to enter their email address
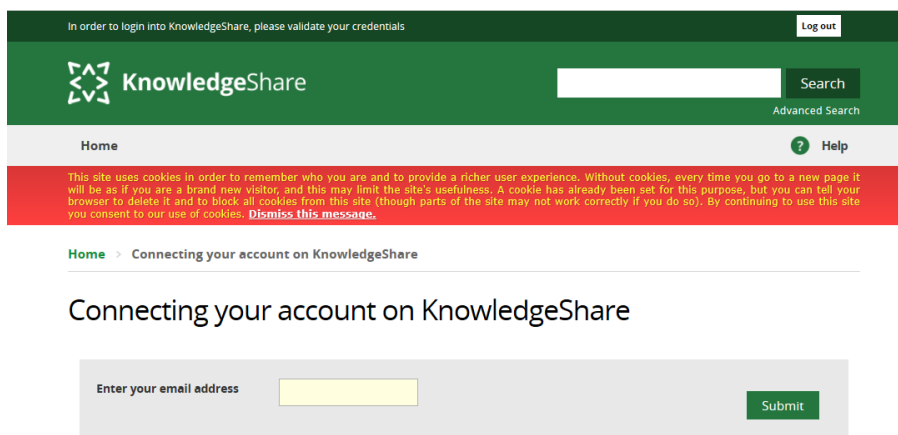
- If the email does not match a record the Member is then given the option to **Complete you registration** or to re-submit their email address
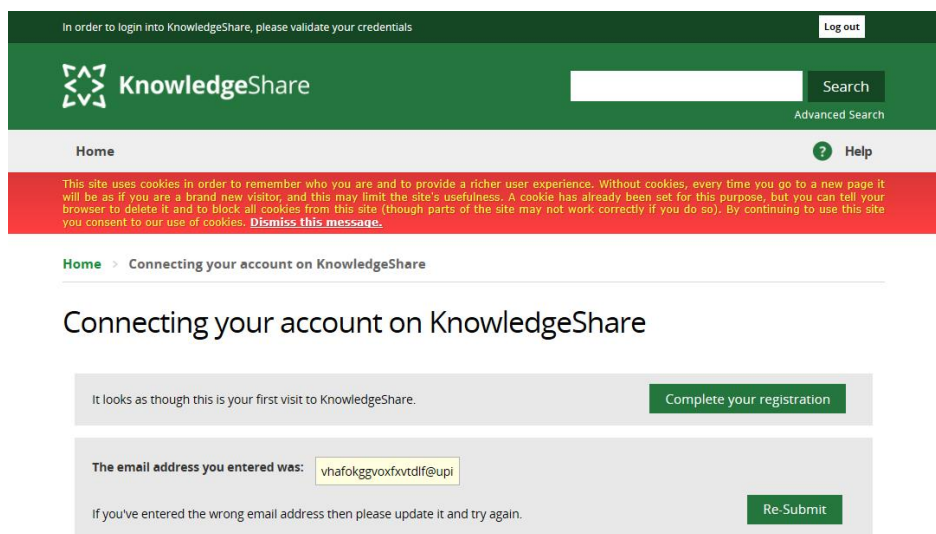
- The Member is asked to complete their details
    - Title (optional)
    - First Name(s)
        - *Mandatory field*
    - Last Name
        - *Mandatory field*
    - Primary Email Address
        - *Mandatory field*

Registration

Before continuing, please complete your registration by filling the following fields.

Your Details

Please supply the following basic details, which are required in order to use the system. You will be able to provide additional contact details by editing your profile once registration is complete.

Title (optional)	▼
First Name(s)	
Last Name	
Primary Email Address	
OpenAthens Login	nhsewatson100

- The Member is asked to complete details about their role
    - Job Title
        - *Mandatory field*
    - Department
        - *Mandatory field*
        - The Member can only pick departments from the list
    - Primary Location
        - *Mandatory field*
        - The Member can only pick locations from the list

Your Organisation

Organisation	Brighton and Sussex University Hospitals NHS Trust ▼
Job Title	
Department	
Primary Location	

- The Member then clicks **Register**

Your LKS

Your organisation is served by **Brighton and Sussex** Library and Knowledge Service

Register

- The member is then taken to their Privacy Notice page

- The Member has the option to change their sharing or connecting questions, or to skip the page and keep the default settings
    - o If the Member clicks **Skip** they are then taken to their Professional Interests page

3.0.1.1 Professional Interests page questions

- The new Member now has the opportunity to enter:
    - o topics of interests

Your Professional Interests

We can use your professional interests to provide you with targeted evidence updates from high-impact health care publications. You can also choose to let other KnowledgeShare members find you based on your professional interests, in order to facilitate collaboration.

Enter your interests here or use the categories below. Be as specific as you like and contact us for advice on getting the best results.

- o how often they would like to receive their update emails from the pull down list:
  - Never
  - Daily
  - Weekly
  - Every two weeks
  - Monthly

- o who will see their professional interest select on their member profile record from the pull down list:
  - All KnowledgeShare members
  - Librarians and staff of your organisation
  - Librarians only

- o how they had found out about the KnowledgeShare current awareness service from the pull down list:
  - Colleague / Course Supervisor
  - Commissioning Zone
  - Global email/Trust publication
  - Leaflet/Poster/Display/Library newsletter
  - Library current awareness
  - Library enquiry desk
  - Library staff in your workplace
  - Library teaching session
  - Library website/intranet
  - Trust induction
  - Used the service before

o   If they want to receive additional bulletins or news from the library service:

- The member must click **Save Changes**

3.0.1.2 Email alert to Named LKS administrator that a Member has self-registered and added Professional Interests

> **Who is the Named LKS administrator?**
>
> The Named LKS administrator is the member of staff listed as the Administrator on the Admin>Manage LKS page for your service
>
>

- When a Member self-registers and adds information to their Professional Interests page, an alert is sent to the Named LKS administrator.

> System Level Template: MemberMissingAssignedLibrarian
> Subject Line: Member is missing an assigned librarian on KnowledgeShare
>
> Dear Ben,
>
> Member Jayne Smith has just opted to receive current awareness but does not have an assigned librarian.
>
> - ACTION: Please select a librarian for this member in order for them to receive current awareness update emails.
> - ACTION: Check if members have added any categories and these provide a sensible set of current awareness resources.
>
> Best wishes,

- There are a number of actions that need to be taken by library staff after the email alert:
  1. The Member self-registration process does not including filling in the Job Group and Job Role fields so these fields need to be populated.
     - Click Edit next to the User Information selection
     - Appropriately populate the Job Group and Job Role fields

Job title

Speech Therapist

Job group

Job role

  2. On the professional interest page add an Assigned Librarian
     - Click Edit next to Professional Interests
     - From the drop down list next to Assigned Librarian select a member of staff

  3. Check categories capture requested professional interests

3.0.2 Existing Members adding or editing their own Professional Interests
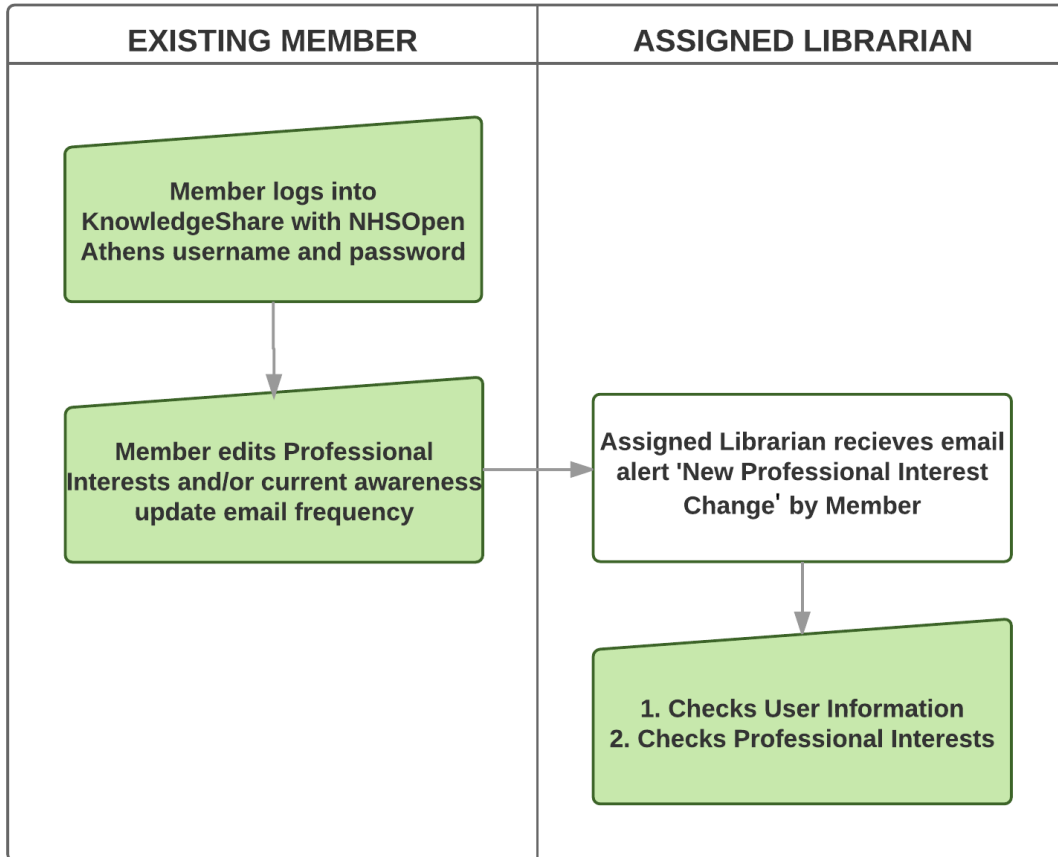
- The member logs into **KnowledgeShare**

- The member holds the cursor over their name in the top right of the screen and then clicks **Your Profile**
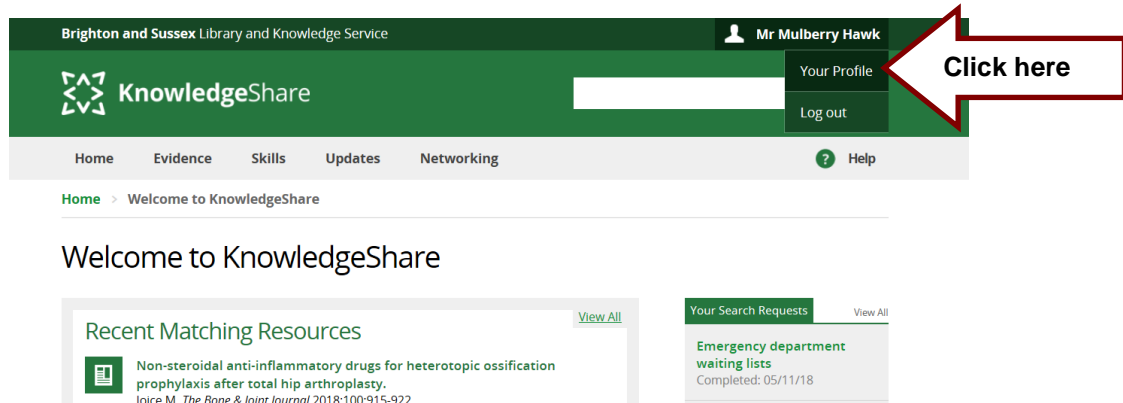
- On their profile page the Member selects **Edit** on the left of the Professional Interests section.

- The member can enter their topics of interest in the field **Enter your interests here or use the categories below.** The Member can change the frequency selection for **I would like to receive personalised update emails**

- The member clicks **Save Changes**

3.0.2.1 Email alert to Assigned Librarian when one of their Members have edited their own Professional Interests

- When a member has logged in and changed their professional interests in any way, their Assigned Librarian will receive an email alert

> System Level Template: NewProfessionalInterestChange
> Subject Line: New Professional Interest Change
>
> Dear Rachel Playforth,

Mr Gabriel Oak has updated the professional interests for Mr Gabriel Oak as follows:

Changes were made to the professional interest text field.
The previous value was:
Knee surgery

and it was changed to:
Adult hip and knee surgery and postgraduate education including simulation

You can see their professional interest page
at:https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=12404&SavedSearchID=8577

Best Regards,
KnowledgeShare
------------------------------ Sent out by KnowledgeShare-----------------------

- When a member has logged in and changed the frequency selection for their current awareness update emails

  System Level Template: NewProfessionalInterestChange
  Subject Line: New Professional Interest Change

  Dear Elaine Watson,

  Mr Mulberry Hawk has updated the professional interests for Mr Mulberry Hawk as follows:

  The current awareness frequency option has changed from: 'Every two weeks' to 'Weekly'.

  You can see their professional interest page
  at:https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=15413&SavedSearchID=11126

  Regards,
  KnowledgeShare
  ------------------------------ Sent out by KnowledgeShare-----------------------

- There are a number of actions that need to be taken by library staff after the email alert:
  1. Check User Information page is correct
     - Click Edit next to the User Information selection
     - Checks User Information

  2. On the professional interest page check categories capture requested professional interests

3.0.2.2 Email alert to Assigned Librarian when another library team member has edited the Professional Interests of one of their Members

- When a library staff other than the Assigned Librarian changes a Members professional interests or the current awareness update emails frequency, their assigned librarian will receive an email alert

  System Level Template: NewProfessionalInterestChange
  Subject Line: New Professional Interest Change

  Dear Elaine Watson,

Rachel Playforth has updated the professional interests for Augustus Snodgrass as follows:

Changes were made to the professional interest text field.
The previous value was:
Blank
and it was changed to:
Diabetes, acute medicine. Elderly.

The current awareness frequency option has changed from: 'Never' to 'Every two weeks'.
You can see their professional interest page at:
https://www.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=17269&SavedSearchID=12919

Regards,
KnowledgeShare
------------------------------ Sent out by KnowledgeShare-----------------------

3.1 Adding categories for a Member

What is a category?

Categories are terms used collectively to describe the content of a resource, or a Members interests.

The categories are a controlled list of terms structured as a thesaurus. Broader parent terms have narrow child terms.

> Hospital Settings [*parent term*]
> > Emergency Department [*child term*]
> > Hospital Ward [*child term*]
> > Intensive Care Unit [*child term*]
> > Outpatient Department [*child term*]

- For a print list of the categories see **Handbook Appendix 1: Categories**

3.1.1 Go to a Members Professional Interest

3.1.1.1 Go to a Members Professional Interest page of a new member

- For a new Member, after adding their user information at the bottom of the page, select **and register professional interests** from the drop down menu and click **Save**
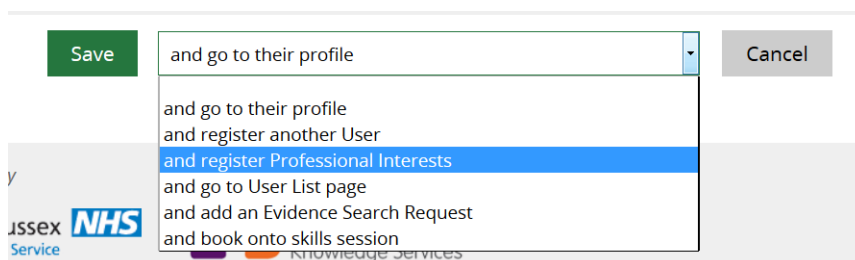
3.1.1.2 Go to the Professional Interest page of an existing member

- From a Members profile page select **Edit** on the left of the Professional Interests section.
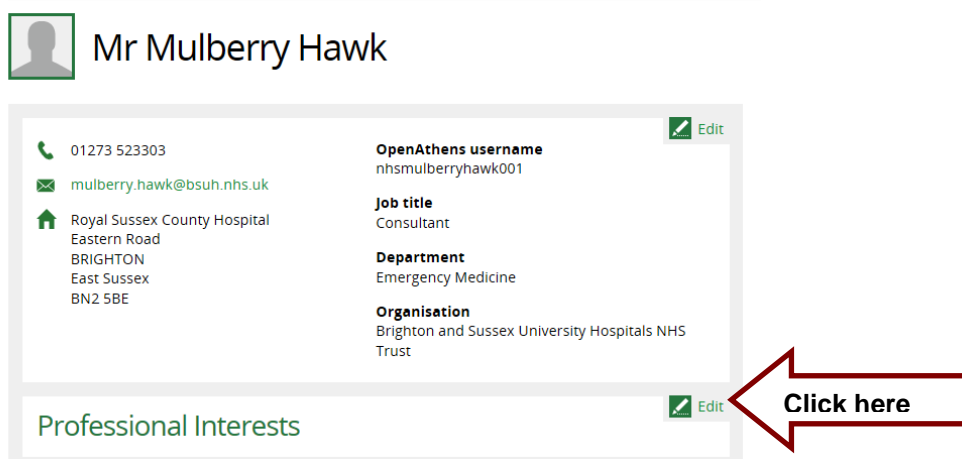
3.1.2 Professional Interests Page Questions

3.1.2.1 'Enter your interests here or use the categories below' field

- The free text box under the text 'Enter your interests here or use the categories below' allows members to enter their professional interests without having to use the categories.

- This box has no functionality and doesn't not convert text to categories

Mr Mulberry Hawk's Professional Interests

We can use your professional interests to provide you with targeted evidence updates from high-impact health care publications. You can also choose to let other KnowledgeShare members find you based on your professional interests, in order to facilitate collaboration.

Enter your interests here or use the categories below. Be as specific as you like and contact us for advice on getting the best results.

ED Consultant with particular interest in waiting times in A&E. I am also interested in medical education

I would like to receive personalised update emails: | Monthly ▼

- The link in the text 'Be as specific as you like and contact us for advice on getting the best results' will send an email to the email address in the LKS Email field on the Manage LKS page.

3.2.2.2 Email alert to Assigned Librarian when one of their Members have edited their own Professional Interests

- When a member has logged in and changed their professional interests in any way, their Assigned Librarian will receive an email alert

> System Level Template: NewProfessionalInterestChange
> Subject Line: New Professional Interest Change
>
> Dear Rachel Playforth,
>
> Mr Gabriel Oak has updated the professional interests for Mr Gabriel Oak as follows:
>
> Changes were made to the professional interest text field.
> The previous value was:
> Knee surgery
>
> and it was changed to:
> Adult hip and knee surgery and postgraduate education including simulation
>
> You can see their professional interest page at:https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=12404&SavedSearchID=8577
>
> Regards,
> KnowledgeShare
> ------------------------------ Sent out by KnowledgeShare-----------------------

- There are a number of actions that need to be taken by library staff after the email alert:
    1. Check User Information page is correct
        - Click Edit next to the User Information selection
        - Checks User Information

    2. On the professional interest page check categories capture requested professional interests

3.1.2.3 Email alert to Assigned Librarian when another library team member has edited the Professional Interests of one of their Members

- When a library staff other than the Assigned Librarian changes a Members professional interests or the current awareness update emails frequency, their assigned librarian will receive an email alert

> System Level Template: NewProfessionalInterestChange
> Subject Line: New Professional Interest Change
>
>
> Dear Elaine Watson,
>
> Rachel Playforth has updated the professional interests for Augustus Snodgrass as follows:
>
> Changes were made to the professional interest text field.
> The previous value was:
> Blank
> and it was changed to:
> Diabetes, acute medicine. Elderly.
>
> The current awareness frequency option has changed from: 'Never' to 'Every two weeks'.
> You can see their professional interest page at:
> https://www.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=17269&SavedSearchID=12919

Regards,
KnowledgeShare

------------------------------ Sent out by KnowledgeShare----------------------

3.1.2.4 I would like to receive personalised update emails

- I would like to receive personalised update emails
    - *Mandatory*
    - *Default Never*
    - Select one of the options from the pull down list:
        - Never
        - Daily
        - Weekly
        - Every two weeks
        - Monthly

- The selection is synchronised with the other occurrences of this question on the:
    - Member Settings page on the Communications tab

3.1.2.5 Email alert to Assigned Librarian when one of their Members has edited their frequency selection

- When a member has logged in and changed the frequency selection for their current awareness update emails

    System Level Template: NewProfessionalInterestChange
    Subject Line: New Professional Interest Change

    Dear Elaine Watson,

    Mr Mulberry Hawk has updated the professional interests for Mr Mulberry Hawk as follows:

    The current awareness frequency option has changed from: 'Every two weeks' to 'Weekly'.

    You can see their professional interest page at:https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=15413&SavedSearchID=11126

> Regards,
> KnowledgeShare
>
> ------------------------------ Sent out by KnowledgeShare----------------------

- There are a number of actions that need to be taken by library staff after the email alert:
    1. Check User Information page is correct
        - Click Edit next to the User Information selection
        - Checks User Information

    2. On the professional interest page check categories capture requested professional interests

3.1.2.6 I am happy for my professional interests to be seen by

> KnowledgeShare is designed to facilitate collaboration and the sharing of knowledge within the NHS.
>
> **I am happy for my professional interest to be seen by:**   All KnowledgeShare members ▼

- I am happy for my professional interest to be seen by
    o *Default Librarians only*
    o Select one of the options from the pull down list:
        - All KnowledgeShare members
        - Librarians and staff of your organisation
        - Librarians only

- The selection determines who will see the Members' professional interest categories on their member profile record

    - Display for 'All KnowledgeShare members' Librarians only

Mr Mulberry Hawk

01273 523303
mulberry.hawk@bsuh.nhs.uk
Royal Sussex County Hospital
Ward 4B
BRIGHTON
East Sussex
BN2 5BE

OpenAthens username
nhselainewatson001

Job title
Consultant

Department
Accident & Emergency

Organisation
Brighton and Sussex University Hospitals NHS Trust

Professional Interests

Age Groups
Adults

Conditions and Lifestyle Factors
Cardiovascular Diseases

Professional Interests
Waiting Times

Settings
Emergency Department

Staff Groups
Medic

    - Display for 'Librarians only'

Dr Walter Bray

Job title
Consultant

Department
Adult Community Services

Organisation
Sussex Community NHS Foundation Trust

- The selection is synchronised with the other occurrences of this question on the:
    - Edit Member page
    - Member Settings page on the Privacy tab

3.1.2.7 Assigned Librarian

- Assigned Librarian
    - *Mandatory if any receive options, apart from Never, is selected*
    - Select from list
    - Members do not see this option when self-registering or self-selecting current awareness
    - A Member cannot receive current awareness emails unless they have an Assigned Librarian

> **What is an Assigned Librarian?**
>
> The Assigned Librarian is the member of staff a Member receives current awareness emails from.
>
> Library services that have Clinical Librarians can match Members to the appropriate librarian supporting their team to maintain regular contact.

3.1.2.8 Email alert to Named LKS administrator that a Member Is missing an assigned librarian

- When a Member self-registers and adds information to their Professional Interests page, an alert is sent to the Named LKS administrator.

System Level Template: MemberMissingAssignedLibrarian
Subject Line: Member is missing an assigned librarian

Dear Ben,

Member Jayne Smith has just opted to receive current awareness but does not have an assigned librarian.

Please select a librarian for this member in order for current awareness to be received.

Best wishes,
KnowledgeShare Administration
------------------------------- Sent out by KnowledgeShare-----------------------

- There are a number of actions that need to be taken by library staff after the email alert:
    4. The Member self-registration process does not including filling in the Job Group and Job Role fields so these fields need to be populated.
        - Click Edit next to the User Information selection
        - Appropriately populate the Job Group and Job Role fields

    5. On the professional interest page add an Assigned Librarian
        - Click Edit next to Professional Interests
        - From the drop down list next to Assigned Librarian select a member of staff

    6. Check categories capture requested professional interests

3.1.2.9 How did you find out about current awareness?

The list captures the interaction with the library service (via staff, services or communications) and their promotional success in leading library members to use the current awareness service.

- How did you find out about current awareness?
    - *Mandatory*
    - Select one of the options from the pull down list:
        - Colleague or Educational Supervisor
        - Commissioning Zone
        - Library current awareness
        - Library enquiry desk
        - Library publication (leaflet, display etc.)
        - Library staff in your workplace
        - Library teaching session
        - Library website
        - Trust induction
        - Trust publication
        - Used the service before

3.1.2.10 Receive additional bulletins or news from my library and knowledge service

- Receive additional bulletins or news from my library and knowledge service
    - *Default: No*
    - Selecting this option allows Members to receive Newsletters emailed via KnowledgeShare (see section 3.6 Newsletters)
    -
- The selection is synchronised with the other occurrences of this question on the:

- o   Member Settings page on the Communications tab
- o   Member Professional Interests page

3.1.3 Selected Evidence Levels

Resources in KnowledgeShare cover a wide range of evidence levels. The Selected Evidence Levels function provides the option to filter the types of evidence members receive in their evidence update email.

If a member has a broad topic of interest they will initially receive a lot of resources with a wide range of evidence levels. The Evidence Level function can be used to filter this broad topic for higher level evidence, which would increase the quality of their current awareness.

If a member has a very narrow topic of interests then the default selection of all evidence levels would help capture all resources on this topic.

- **Selected Evidence Levels** as a default setting has all evidence levels selected.

Selected Evidence Levels					
Award	✓	News	✓	Report	✓
Book	✓	Opinion	✓	Research Fund	✓
Evidence-Based Summary	✓	Original Research	✓	Statistics	✓
Guideline	✓	Patient & Public Information	✓	Systematic Review / Meta-Analysis	✓
Legal Cases	✓	Professional Development	✓	Toolkit	✓
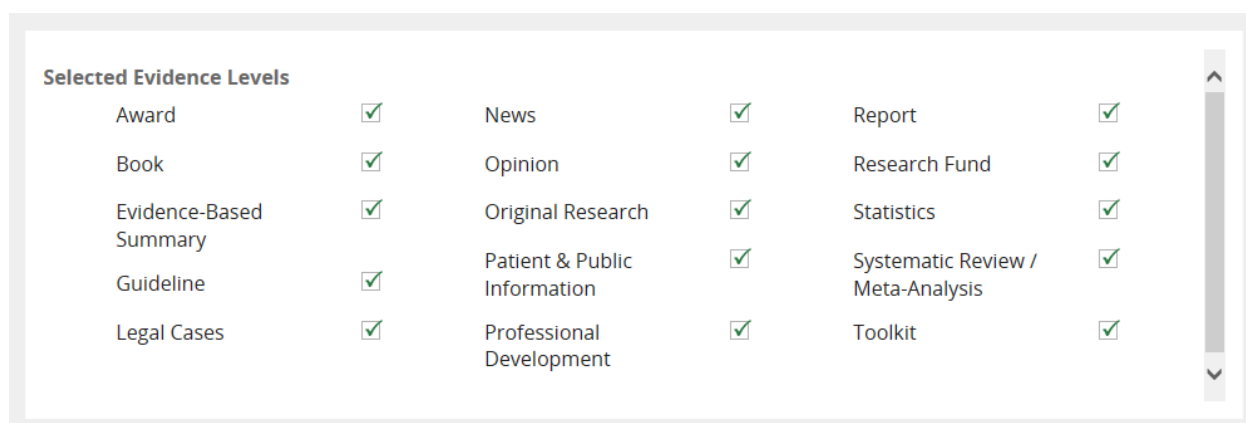
3.1.3.1 Evidence level descriptions

Type	Description	Example Resources
Award	Recognition for achievement in a field	RCM Midwifery Awards Healthcare Design Awards
Book	Complete printed or electronic book	Clinical Endocrinology and Diabetes at a Glance [with local library location and shelfmark] Oxford Textbook of Rheumatology [with local online access instruction]
Evidence-Based Summary	Critically appraised research and	Clinical Knowledge Summary: Allergic Rhinitis

	synthes es of evidence	Acupuncture is not as effective as infertility treatment in women with PCOS
Guideline	National, international, or institutional guideline	SIGN 151: Management of stable angina Best practice for management of Distal Radial Fractures (DRFs)
Legal Cases	Publically reported legal case details	Causation not proven in head injury case: Harding v Buckinghamshire Healthcare NHS Trust
News	Recent health news	Number of trainees choosing psychiatry is up by a third Staff from 13 unions accept NHS pay deal
Opinion	Healthcare related opinion piece	Towards evidence based medicine for paediatricians Acupuncture and My Search for Chronic Pain Treatments
Original Research	Article reporting a trial, observational study, case report etc	Incidence of unipolar and bipolar depression, and mania in adults with intellectual disabilities: prospective cohort study GP leadership in clinical commissioning groups: a qualitative multi-case study approach across England
Patient & Public Information	Resource designed for patients or the public	Abdominal hysterectomy Teeth - the Musical
Professional Development	Professional development opportunity including face to face training and e-learning	Updated e4Equipment e-learning programme School Nurses conference and exhibition 2018
Report	Institutional publications that do not fall into the other categories	Innovative Models of General Practice
Research Fund	Details of research grants or funding	Large Grants competition 2018

		[Cancer research and global health initiative](#)
Statistics	Statistical reports, data tables etc	[NHS Maternity Statistics, England 2016-17](#) [Migration Statistics Quarterly Report: February 2018](#)
Systematic Review/ Meta-Analysis	Systematic review and/or meta-analysis	[Cognitive behavior therapy combined with exercise for adults with chronic diseases: Systematic review and meta-analysis](#) [Respiratory muscle training for cystic fibrosis](#)
Toolkit	Collection of practical resources	[Safeguarding Children Toolkit for General Practice](#)

3.1.3.2 Evidence levels in evidence update emails

Resources in KnowledgeShare cover a wide range of evidence levels. The Evidence Levels are displayed as headers within a member's evidence update email so they can quickly assess the weight of evidence of each resource listed.

3.1.4 Adding Categories to the Professional Interests page

- Categories are selected from the list on the right and displayed in the boxes on the right.

Categories are selected from the expandable lists in the left column

Categories selected for the Member are displayed in the right column
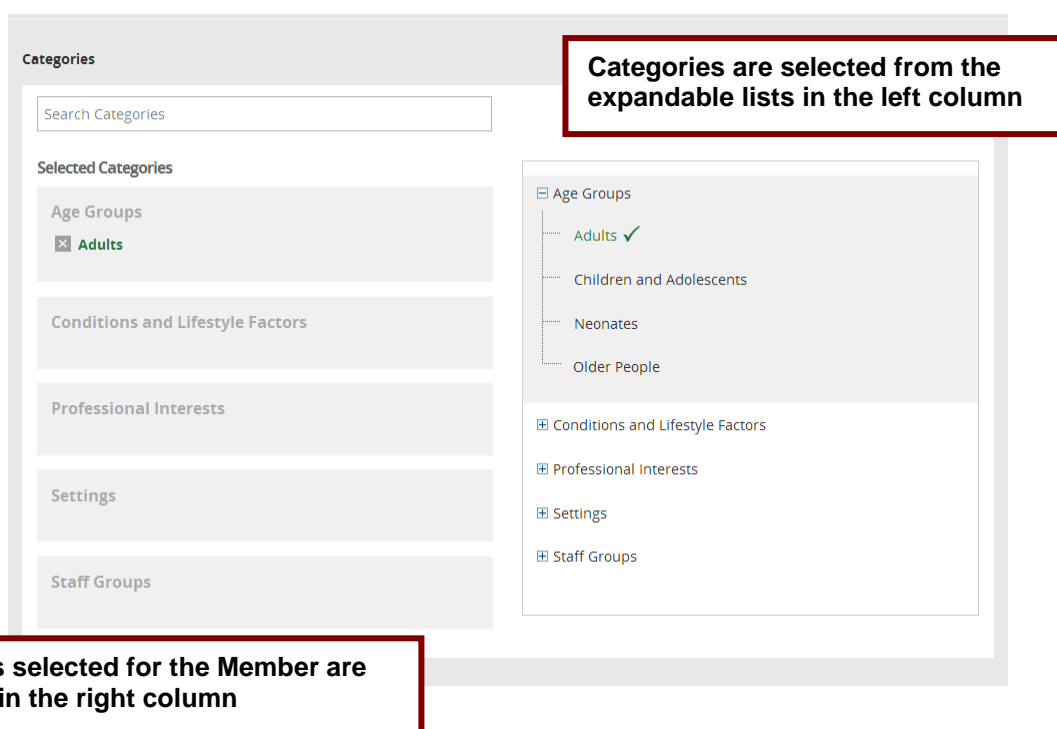
- Each box has categories about areas of professional interest:

Age Groups	What is the age group of the patients the member is interested in?
Conditions and Lifestyle Factors	What clinical conditions or risk factors is the member interested in?
Professional Interests	What non-clinical interests does the member have, such as leadership, commissioning or patient safety?
Settings	What is(are) the setting(s) in which members work with their patients OR in what setting(s) do they have influence on the management of the service?
Staff Groups	What staff group describes what the member does OR is interested in?

- The combination of the terms creates a unique search that will pull in Resources that match the Members interests.

- Within each of the boxes the terms are combined using an OR operator

- Between each box the terms are combined using an AND operator

- Between the Conditions and Lifestyle Factors and the Professional Interests terms are combined with both an OR and AND operator

Selected Categories

Age Groups
- OR ☒ Adults
- ☒ Older People

AND

Conditions and Lifestyle Factors
- OR ☒ Dementia

OR AND

Professional Interests
- OR ☒ Falls Prevention
- ☒ Safeguarding

AND

Settings
- OR ☒ Hospital Ward
- ☒ Outpatient Department

AND

Staff Groups
- ☒ Non-Clinical Professional
- OR ☒ Nurse
- ☒ Nurse Specialist

The five areas combine to using Boolean to capture resources that match the member interests:

Age Groups **AND** ((Conditions and Lifestyle Factors **AND** Professional Interests) **OR** (**No** Conditions and Lifestyle Factors **AND** Professional Interests) **OR** (Conditions and Lifestyle Factors **AND** **No** Professional Interests)) **AND** Settings **AND** Staff Groups

OR within categories, i.e.:

(Adults **OR** Older People) **AND** (Dementia **AND** (Falls Prevention **OR** Safeguarding)) **OR** (Dementia **AND** (**No** Professional Interests) **OR** (**No** Conditions and Lifestyle Factors **AND** (Falls Prevention **OR** Safeguarding)) **AND** (Hospital Ward **OR** Outpatient Department) **AND** (Non-Clinical Professional **OR** Nurse **OR** Nurse Specialist)

3.1.8.1 Be Specific

In each box, select the category most specific to the resource

If you select a parent term in the category thesaurus the system automatically selects all the child terms as well.

In the example below, if you select the category 'Community Settings' your member will get resources applying to (Community Clinics OR End of Life Care in the Community OR

Home Care OR Rehabilitation Centres OR Residential and Nursing Homes OR School Health Services)
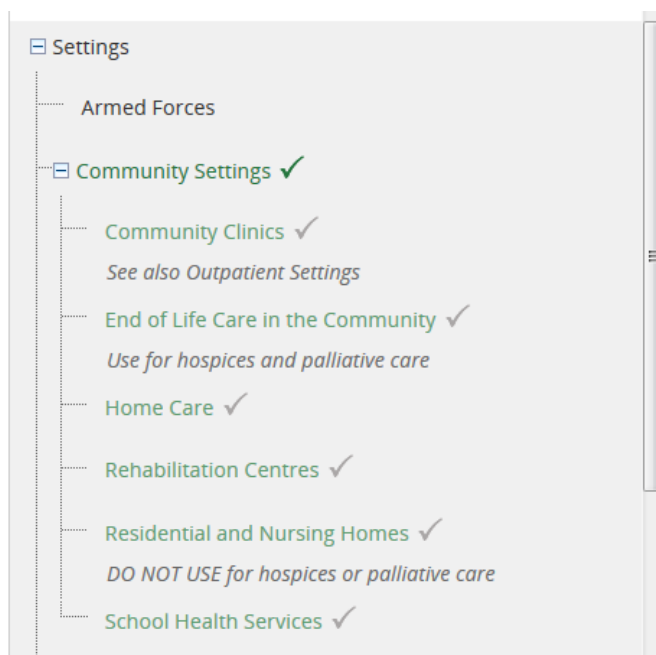
From this members request form we can see they are a school nurse is interested in diabetes in children:

If 'Community Settings' is selected, the member will get resources matching to (Nurse Or Nurse Specialist) AND Diabetes AND Children & Adolescents AND (Community Clinics OR End of Life Care in the Community OR Home Care OR Rehabilitation Centres OR Residential and Nursing Homes OR School Health Services).
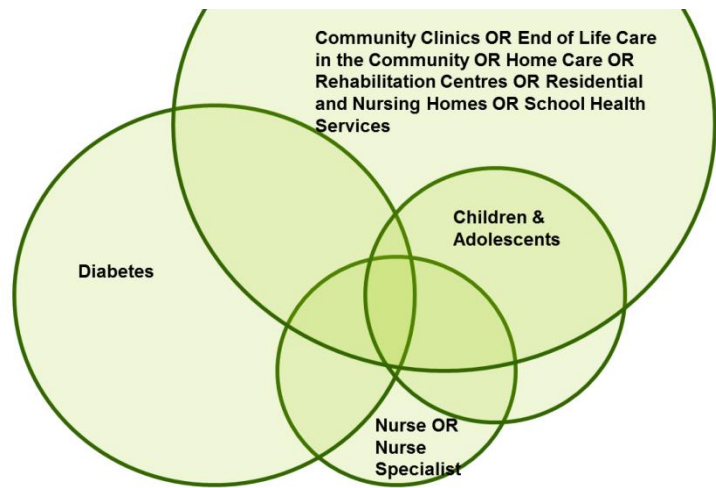
Selecting 'School Health Services' in the Settings box helps focus the resources to those that are a School Nurse would find most useful and relevant.
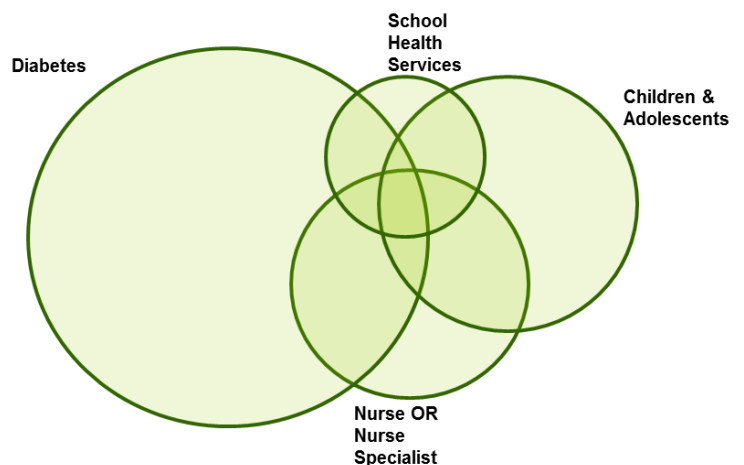
3.1.4.2 Conditions and Lifestyle Factors and Professional Interests boxes can't both be empty

> **If the Conditions and Lifestyle Factors and Professional Interests boxes are both empty the Member will get resources about ALL Conditions and Lifestyle Factors and ALL professional interests**

From this members request form we can see this paediatrics consultant wants resources on their speciality

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	Consultant	Department	Paediatrics

Professional Interests (e.g. patient safety, service design)		Condition/Risk Factors (e.g. gestational diabetes)	Paediatrics
Age Groups (please select)	Neonates Children & Adolescents Adults Elderly	Settings (e.g. GP Surgery or hospital ward)	
Other			

Categories restrict the resources selected, so even though the Conditions and Lifestyle Factors and Professional Interest boxes are empty, KnowledgeShare is in fact selecting resources with ALL Conditions and Lifestyle Factors and resources with ALL the Professional Interests and only using the (Neonates OR Children and Adolescents) AND Medic AND (Hospital Ward OR Outpatients Departments) to restrict the selection.

Members with both the Conditions and Lifestyle Factors and the Professional Interests may be overwhelmed with irrelevant results.

As this member is working in an acute trust this suggests they will be mainly be treating patients with physical diseases. Selecting 'Physical Diseases for the 'Conditions and Lifestyle Factors' box restricts the resources to only those with a clinical aspect.

Selected Categories

Age Groups
- [x] Children and Adolescents
- [x] Neonates

Conditions and Lifestyle Factors
- [x] Physical Diseases

Professional Interests

Settings
- [x] Hospital Ward
- [x] Outpatient Department

Staff Groups
- [x] Medic

Physical Disease

Hospital Ward OR Outpatients Department

Neonates OR Children & Adolescents

Medic
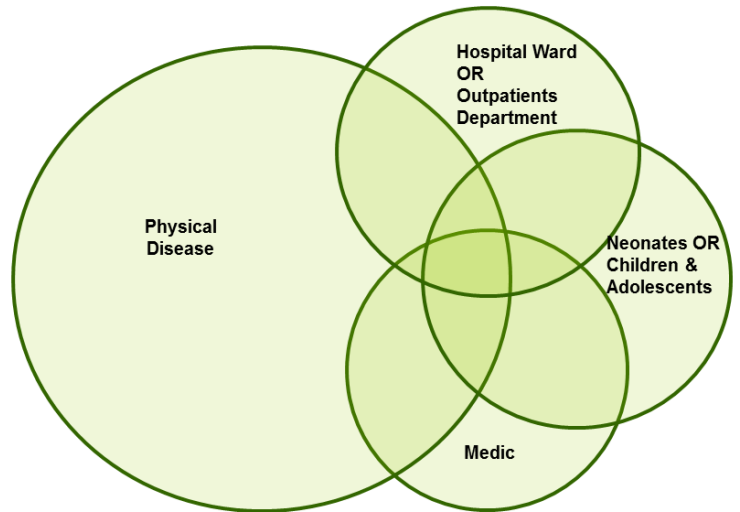
For members whose interests are based on a patient's age group (Paediatrician, Geriatrician) or their role (Pharmacist, Anaesthetist) you can select a broad condition to focus the resources they receive.

Form 1

*You must be a library member and have an NHS OpenAthens account to receive current awareness. Please register if you have not.

Name	ESTELLA HAVERSHAM	Title	Dr Miss Mr Mrs Ms
Job Title	PHARMACIST	Department	
Work Address	ROYAL SUSSEX COUNTY HOSPITAL, BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST		
Email	estella.haversham@nhs.net	Telephone	

Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	PHARMACY	Professional Interests (e.g. providing education or conducting research)	
Age Groups (please select)	Neonates / Children & Adolescents / Adults / Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	
Other			

*KnowledgeShare contains summarised evidence; you will not be inundated with primary research articles.

Selected Categories

Age Groups
- [x] Age Groups

Conditions and Lifestyle Factors
- [x] Physical Diseases

Professional Interests

Settings
- [x] Hospital Laboratories
- [x] Hospital Ward
- [x] Outpatient Department

Staff Groups
- [x] Pharmacist

Form 2

*You must be a library member and have an NHS OpenAthens account to receive current awareness. Please register if you have not.

Name	Estella Haversham	Title	(Dr) Miss Mr Mrs Ms
Job Title	Consultant	Department	
Work Address	Royal Sussex County Hospital, Brighton & Sussex University Hospitals		
Email	Estella.Haversham@nhs.net	Telephone	

Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	Paediatric	Professional Interests (e.g. providing education or conducting research)	
Age Groups (please select)	Neonates / (Children & Adolescents) / Adults / Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	
Other			

*KnowledgeShare contains summarised evidence; you will not be inundated with primary research articles.

/knowledgeshare-

Selected Categories

Age Groups
- [x] Children and Adolescents

Conditions and Lifestyle Factors
- [x] Physical Diseases

Professional Interests

Settings
- [x] Hospital Ward
- [x] Outpatient Department

Staff Groups
- [x] Medic

3.1.4.3 Searching for Categories

- Categories can be selected by using the Search Categories function at the top of right hand category list

- Enter a term in the Search Categories field and select the categories that match

- Where appropriate synonyms and acronyms are included in the system and can be retrieved by the search

- Click on the red on the right of the search box to escape from the search function

3.1.4.4 Staff Groups can capture a members interests as well as their roles

The Staff Group categories are not a linguistic match for a member's job title but a way of ensuring the member gets resources at a level they can make use of. The Staff Groups represents a skill set. For some this is expressed with a specific role such as the category 'Physiotherapist' for some it is more general like 'Nurse'. A Member many have multiple Staff Group categories to capture the different skill sets involved in their role.

- A member can have more than one term in the Staff Groups box. For example:

  - Nurse Practitioner
    Giving the term 'Nurse' captures resources aimed at this level, giving the term 'Nurse Specialist' captures resouces that support significant involvement in medical treatment and diagnosis

    Staff Groups
    ☒ Nurse
    ☒ Nurse Specialist
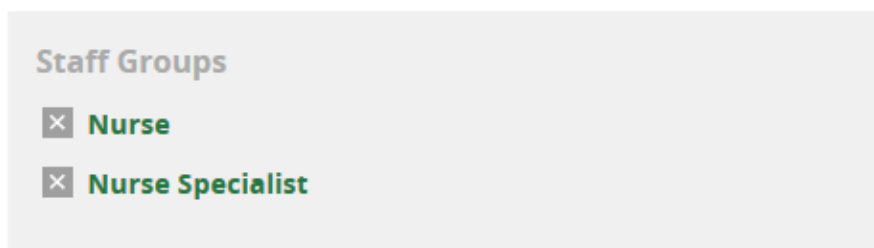
  - Smoking Cessation Nurse
    Giving the term Health Promotion Specialist captures more resources on interventions on stopping and preventing smoking

    Staff Groups
    ☒ Health Promotion Specialist
    ☒ Nurse Specialist
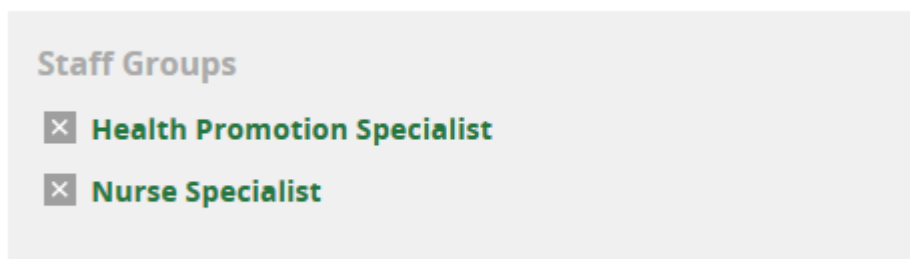
  - Foundation Year Doctor
    For FY1 and FY2 give the categories "Foundation Year Doctor" and "Medic". They are proper doctors but the "Foundation Year Doctor" term will ensure they also get addition resources aimed at supporting them in these foundation years.

    Staff Groups
    ☒ Foundation Year Doctor
    ☒ Medic
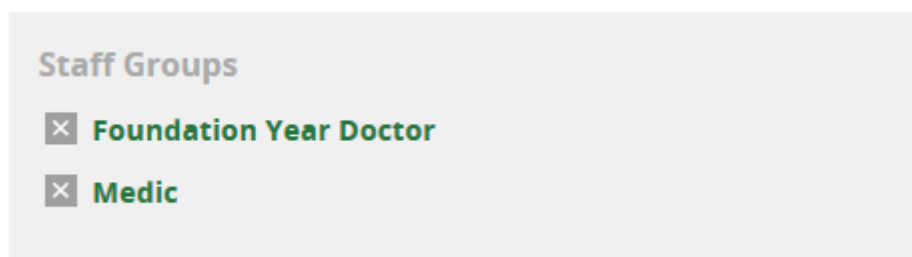
3.1.4.5 How do Conditions and Lifestyle Factors and Professional Interest boxes combine?

Some Member may only be interested in a Conditions and Lifestyle factor – such as new treatments in oncology or how to support patient with alcohol misuse issues

Some Members may only be interested in a Professional Interest – such as collaborating on pathway design or providing postgraduate eduction.

Some Member may be interested in both a Conditions and Lifestyle factor and Professional Interests – such as supporting patients with dementia in the acute environment and patient safety.

Terms in the Conditions and Lifestyle Factors and Professional Interest boxes combine to ensure a member does not miss any resources on their chosen interests

Selected Categories

Age Groups
- OR ☒ Adults
- ☒ Older People

AND

Conditions and Lifestyle Factors
- OR ☒ Dementia

OR AND

Professional Interests
- ☒ Falls Prevention
- OR ☒ Safeguarding

AND

Settings
- ☒ Hospital Ward
- OR ☒ Outpatient Department

AND

Staff Groups
- ☒ Non-Clinical Professional
- OR ☒ Nurse
- ☒ Nurse Specialist

The five areas combine to using Boolean to capture resources that match the member interests:

Age Groups **AND** ((Conditions and Lifestyle Factors **AND** Professional Interests) **OR** (**No** Conditions and Lifestyle Factors **AND** Professional Interests) **OR** (Conditions and Lifestyle Factors **AND No** Professional Interests)) **AND** Settings **AND** Staff Groups

OR within categories, i.e.:

(Adults **OR** Older People) **AND** (Dementia **AND** (Falls Prevention **OR** Safeguarding)) **OR** (Dementia **AND** (**No** Professional Interests) **OR** (**No** Conditions and Lifestyle Factors **AND** (Falls Prevention **OR** Safeguarding)) **AND** (Hospital Ward **OR** Outpatient Department) **AND** (Non-Clinical Professional **OR** Nurse **OR** Nurse Specialist)

Age Groups — Settings — Staff Group — Professional Interests — AND — Conditions & Lifestyle Factors

OR

Age Groups — Settings — Staff Group — Professional Interests — AND NO — Conditions & Lifestyle Factors

Conditions & Lifestyle Factors — AND NO — Professional Interests

Member Example 1. Member is only interested in a Condition and Lifestyle Factor

Members request form for a Practice Nurse and is interested in diabetes in adults:

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	Practice Nurse	Department	General Practice

Professional Interests (e.g. patient safety, service design)	Commissioning support and treatment services	Condition/Risk Factors (e.g. gestational diabetes)	Alcohol Misuse
Age Groups (please select)	Neonates Children & Adolescents **Adults** Elderly	Settings (e.g. GP Surgery or hospital ward)	
Other			

If a Member is only interested in a Condition and Lifestyle Factors (e.g. Diabetes) then the Professional Interests box can be left empty of category terms.

Selected Categories

Age Groups
☒ Adults

Conditions and Lifestyle Factors
☒ Diabetes

Professional Interests

Settings
☒ General Practice

Staff Groups
☒ Nurse
☒ Nurse Specialist

This member will only receive resources that matches a term in each box and also have an empty professional interest's box

Selected Categories

Receive this resource as professional interest box empty

Age Groups
☒ Adults

Conditions and Lifestyle Factors
☒ Diabetes

Professional Interests

✓

Settings
☒ Community Clinics
☒ General Practice
☒ Home Care

Staff Groups
☒ Medic
☒ Nurse Specialist
☒ Pharmacist

Selected Catego

Will not receive this resource as professional interest box is not empty

Age Groups
☒ Adults
☒ Children and Adolescents
☒ Older People

Conditions and Lifestyle Factors
☒ Diabetes

Professional Interests
☒ Measuring Outcomes and Performance

✗

Settings
☒ Community Clinics
☒ General Practice
☒ Residential and Nursing Homes
☒ School Health Services

Staff Groups
☒ Medic
☒ Non-Clinical Professional
☒ Nurse Specialist
☒ Public Health Doctor
☒ Public Health Specialist

Member Example 2. Member is only interested a Professional Interests

Members request form for a Senior Executive at an Acute Trust and is only interested in Patient Safety:

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	Associate Director	Department	Corporate Services

Professional Interests (e.g. patient safety, service design)	Patient Safety	Condition/Risk Factors (e.g. gestational diabetes)	
Age Groups (please select)	Neonates Children & Adolescents Adults Elderly	Settings (e.g. GP Surgery or hospital ward)	Hospital
Other			

If a Member is only interested in a Professional Interest (e.g. Patient Safety) then the Conditions and Lifestyle box can be left empty of category terms.

Selected Categories

Age Groups
☒ Age Groups

Conditions and Lifestyle Factors

Professional Interests
☒ Patient Safety

Settings
☒ Hospital Settings

Staff Groups
☒ Non-Clinical Professional
☒ Senior Executive

This member will only receive resources that matches a term in each box <u>and also</u> have an empty Conditions and Lifestyle box

> **Receive this resource as Conditions and Lifestyle Factors box empty**

> **Will not receive this resource as Conditions and Lifestyle Factors box is not empty**

Selected Categories

Age Groups

☒ Age Groups

Conditions and Lifestyle Factors

Professional Interests

☒ Leadership

☒ Patient Safety

Settings

☒ Community Settings

☒ General Practice

☒ Hospital Settings

Staff Groups

☒ Administrator

☒ Manager

☒ Non-Clinical Professional

☒ Public Health Doctor

☒ Senior Executive

Selected Categories

Age Groups

☒ Age Groups

Conditions and Lifestyle Factors

☒ Pregnancy and Child Birth

Professional Interests

☒ Patient Safety

Settings

☒ Hospital Settings

Staff Groups

☒ Administrator

☒ Non-Clinical Professional

☒ Senior Executive

Member Example 3. Member is interested in both a Condition and Lifestyle Factor and a Professional Interest

Members request form for a Public Health Consultant and interested in services to support people with alcoholism:

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	Public Health Consultant	Department	Public Health

Professional Interests (e.g. patient safety, service design)	Commissioning support and treatment services	Condition/Risk Factors (e.g. gestational diabetes)	Alcohol Misuse
Age Groups (please select)	Neonates Children & Adolescents **Adults** Elderly	Settings (e.g. GP Surgery or hospital ward)	
Other			

If a Member is interested in a Condition and Lifestyle Factors and a Professional Interest (e.g. Alcohol Misuse and Design of Care pathways) then terms can be added to both boxes

Selected Categories

Age Groups
- ☒ Adults

Conditions and Lifestyle Factors
- ☒ Alcohol Misuse

Professional Interests
- ☒ Commissioning Health and Social Care
- ☒ Design of Care Pathways
- ☒ Integrated Care

Settings
- ☒ Community Clinics
- ☒ Population Health
- ☒ Rehabilitation Centres

Staff Groups
- ☒ Non-Clinical Professional
- ☒ Public Health Doctor
- ☒ Public Health Specialist

This member will only receive a resource that matches a term in Age Group, Staff Group and Settings box and:
1. **a term in both the Condition and Lifestyle Factors and a Professional Interest boxes**
2. **a term in the Condition and Lifestyle Factors box but the Professional Interest**
3. **a term in the Professional Interests box**

Receive this resource as match to term in Professional Interests box and Conditions and Lifestyle Factors box empty

Receive this resource as match to term in Conditions and Lifestyle Factors box and Professional Interests box empty

Selected Categories

Age Groups
- ☒ Adults
- ☒ Older People

Conditions and Lifestyle Factors ✓

Professional Interests
- ☒ Integrated Care

Settings
- ☒ Community Clinics
- ☒ General Practice
- ☒ Outpatient Department

Staff Groups
- ☒ Non-Clinical Professional

Receive this resource as match to term in Conditions and Lifestyle Factors box and match to term in Professional Interests box

Selected Categories

Age Groups
- ☒ Adults
- ☒ Children and Adolescents
- ☒ Older People

Conditions and Lifestyle Factors
- ☒ Alcohol Misuse

Professional Interests ✓
- ☒ Design of Care Pathways

Settings
- ☒ Community Clinics
- ☒ Home Care
- ☒ Outpatient Department
- ☒ Population Health
- ☒ Rehabilitation Centres

Staff Groups
- ☒ Non-Clinical Professional
- ☒ Public Health Doctor
- ☒ Public Health Specialist

Selected Categories

Age Groups
- ☒ Adults
- ☒ Older People

Conditions and Lifestyle Factors
- ☒ Alcohol Misuse

Professional Interests ✓

Settings
- ☒ Population Health

Staff Groups
- ☒ Health Promotion Specialist
- ☒ Public Health Doctor
- ☒ Public Health Specialist

3.1.5 Additional Professional Interests

Library Staff can create additional professional interest pages for a member, up to a maximum of three pages. Members cannot create additional interest pages.

The additional pages can be created where the Members professional interests look at:
- o topics specific to different age groups
- o topics specific to different settings
- o topics which are applicable to different aspects of the members role

3.1.5.1 Adding an Additional Professional Interests page

- From a Members profile page select **Edit** on the left of the Professional Interests section.

Mr Mulberry Hawk ➕

Edit

📞 01273 523303

✉️ mulberry.hawk@bsuh.nhs.uk

🏠 Royal Sussex County Hospital
Eastern Road
BRIGHTON
East Sussex
BN2 5BE

OpenAthens username
nhsmulberryhawk001

Job title
Consultant

Department
Emergency Medicine

Organisation
Brighton and Sussex University Hospitals NHS Trust

Edit — Click here

Professional Interests

Age Groups
Adults

Conditions and Lifestyle Factors
Heart Diseases

Professional Interests
Waiting Times

Settings
Emergency Department

Staff Groups
Medic

- Click on **Add Additional Set of Interests**

Enter your interests here or use the categories below. Be as specific as you like and contact us for advice on getting the best results.

ED Consultant with particular interest in waiting times in A&E. I am also interested in medical education

I would like to receive personalised update emails: Never ▼

KnowledgeShare is designed to facilitate collaboration and the sharing of knowledge within the NHS.

I am happy for my professional interest to be seen by: All KnowledgeShare members ▼

Assigned Librarian Elaine Watson

How did you find out about current awareness? Trust induction ▼

Receive additional bulletins or news from my library and knowledge service ✓

Save Changes   Add Additional Set of Interests   Click here

3.1.5.2 Adding an Additional Professional Interests page when looking at topics specific to different age groups

Member Example 1: Professional interests looking at topics specific to different age groups

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	GP Trainee	Department	General Practice GP (VTS) Training

Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	Paediatrics Palliative Care in the Community for Elderly patients	Professional Interests (e.g. patient safety, service design)	
Age Groups (please tick to select)	☐ Neonates ☑ Children & Adolescents ☐ Adults ☑ Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	Hospital Ward General Practice
Other			

Using the additional professional interest page function allows the interests of Paediatrics and Palliative Care in the Elderly patients to be captured individually and with greater focus than using a single interest page.

The Age Group 'Children and Adolescent' is part of the key to capturing resources on Paediatrics in combination with the acute setting 'Hospital Ward' and the condition 'Physical Diseases' to ensure clinical topics are selected.

The use of an additional professional page allows the Age Group 'Older People' to be combined separately with the Setting 'End of Life Care in the Community' to capture resources on the interest of Palliative Care in the Elderly patients.

Professional Interests: 1

Age Groups
Children and Adolescents

Conditions and Lifestyle Factors
Physical Diseases

Settings
Hospital Ward

Staff Groups
Medic

Professional Interests: 2

Age Groups
Older People

Conditions and Lifestyle Factors
Physical Diseases

Settings
End of Life Care in the Community

Staff Groups
Medic

(Children and Adolescents **AND** Physical Diseases **AND** Hospital Ward **AND** Medic)

OR

(Older People **AND** Physical Diseases **AND** End of Life Care in the Community **AND** Medic)

3.1.5.3 Adding an Additional Professional Interests page when looking at topics specific to different settings

Member Example 2: Professional interests looking at topics specific to different settings

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms
Job Title	Foundation Year Doctor	Department	Foundation Years

Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	Public Health Obs & Gynae	Professional Interests (e.g. patient safety, service design)	
Age Groups (please tick to select)	☐ Neonates ☐ Children & Adolescents ☐ Adults ☐ Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	
Other			

Using the additional professional interest page function allows the interests of Obstetrics & Gynaecology and Public Health to be captured individually and with greater focus than using a single interest page.

The settings 'Hospital Ward' and 'Outpatient Department' capture the acute setting of Obstetrics and Gynaecology, in combination with the conditions 'Pregnancy and Child Birth' and 'Women's Health'

The use of an additional professional page allows the Setting 'Population Health' to be separately combined with the condition term 'Individual Behaviour' to capture resources on the interest of Public Health.

Professional Interests: 1　　　　　　　　　✎ Edit

Age Groups
Adults

Conditions and Lifestyle Factors
Pregnancy and Child Birth, Women's Health

Settings
Hospital Ward, Outpatient Department

Staff Groups
Medic, Foundation Year Doctor

Professional Interests: 2　　　　　　　　　✎ Edit

Age Groups
Adults, Children and Adolescents, Older People

Conditions and Lifestyle Factors
Individual Behaviour

Settings
Population Health

Staff Groups
Public Health Doctor

(Adults **AND** (Pregnancy and Child Birth **OR** Women's Health) **AND** (Hospital Ward **OR** Outpatient Department) **AND** (Foundation Year Doctor **OR** Medic)

OR

(Adults **OR** Children and Adolescents **OR** Older People) **AND** Individual Behaviour **AND** Population Health **AND** Public Health Doctor

3.1.5.4 Adding an Additional Professional Interests page when looking at different aspects to the members role

Member Example 3: Professional interests looking at different aspects to the member's role

Name	Augustus Snodgrass	Title	Dr　Miss　Mr　Mrs　Ms
Job Title	Consultant	Department	Paediatrics

Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	General Paediatrics	Professional Interests (e.g. patient safety, service design)	Doctor wellbeing
Age Groups (please tick to select)	☐ Neonates ☐ Children & Adolescents ☑ Adults ☑ Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	
Other			

Using the additional professional interest page function allows the interests of General Paediatrics and Doctor Wellbeing to be captured individually and with greater focus than using a single interest page.

The settings 'Hospital Ward' and 'Outpatient Department' capture the acute setting of General Paediatrics, in combination with the Age Group 'Children and Adolescent' and the condition term 'Physical Diseases' to ensure clinical topics are selected.

The use of an additional professional page allows the Setting 'Workplace Health' to be separately combined with the condition term 'Workplace Health' and the Age Group 'Adults' to capture resources on the interest of Doctor Wellbeing.

Professional Interests: 1

Age Groups
Children and Adolescents

Conditions and Lifestyle Factors
Physical Diseases

Settings
Hospital Ward, Outpatient Department

Staff Groups
Medic

(Children and Adolescents **AND** Physical Diseases **AND** (Hospital Ward **OR** Outpatient Department) **AND** Medic)

OR

Adults **AND** Occupational Health **AND** Workplace Health **AND** Medic

Professional Interests: 2

Age Groups
Adults

Professional Interests
Occupational Health

Settings
Workplace Health

Staff Groups
Medic

3.1.5.5 Format of emails with Additional Professional Interests pages

The inclusion of headers for the additional professional interest pages in an Evidence Update email only occurs when resources match more than one professional interest page.

Format of emails where a member has two professional interest setting:

Professional Interests: 1

Age Groups
Adults

Conditions and Lifestyle Factors
Pregnancy and Child Birth, Women's Health

Settings
Hospital Ward, Outpatient Department

Staff Groups
Medic, Foundation Year Doctor

Edit

Professional Interests: 2

Age Groups
Adults, Children and Adolescents, Older People

Conditions and Lifestyle Factors
Individual Behaviour

Settings
Population Health

Staff Groups
Public Health Doctor

Edit

- If resources match both professional interest pages then the Evidence Update email has a headers for both pages, 'Professional interests: 1' and 'Professional Interests: 2', with the appropriate resources under each header:

Dear Dr Snodgrass

Welcome to your Evidence Update email from KnowledgeShare. The resources listed below have been chosen based on the interests you have provided. Please do let me know if you feel the resources aren't matching your professional interests.

Professional Interests: 1

Articles
The following journal articles are available from the Library and Knowledge Service electronically or in print. Please follow links to access full text online, contact me to order copies, or call into your nearest library.

Hormone therapy should not be prescribed for primary prevention of chronic medical conditions in asymptomatic postmenopausal women.
Hilton C. *Evidence-Based Medicine* 2018;23(6):231-232.
Available with an NHS OpenAthens password

Intravenous oxytocin reduces severe bleeding after vaginal delivery.
NIHR Dissemination Centre; 2018.
https://discover.dc.nihr.ac.uk/content/signal-000685/intravenous-oxytocin-reduces-severe-bleeding-after-vaginal-delivery
[NIHR Signal. This trial, carried out in a single maternity unit in the Republic of Ireland, randomised 1,075 women to receive either intravenous or intramuscular oxytocin after giving birth. The overall rate of postpartum haemorrhage (PPH) or side effects was similar between the groups, but the intravenous group had fewer severe haemorrhages, needed fewer blood transfusions and fewer admissions to high dependency care.]
Freely available online

Professional Interests: 2

Reports

The following report(s) may be of interest:
[Putting Health into Place: Introducing NHS England's Healthy New Towns programme.](#)
NHS England; 2018.
Freely available online

If you need help getting hold of the full text of anything here, more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

As well as providing this evidence update service, KnowledgeShare also gives you access to other library services such as evidence searches and skills training sessions. Log in using your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk   (Register for NHS OpenAthens at: https://openathens.nice.org.uk/)
Best regards,
Elaine

Elaine Watson
Knowledge Management Librarian
The Library, Audrey Emerton Building, Royal Sussex County Hospital
Tuesday to Thursday (01273) 523314 Monday and Friday 01444 441881 extn: 5631
[Brighton and Sussex NHS Library and Knowledge Service](#) | [@BrightonSx_LKS](#) | [Latest News](#)
Informing • Educating • Influencing

Please email me back if you would like to change your communication preferences or stop receiving these emails

- If resources match only professional interest set 1 then the Evidence Update email has no headers and contains only the resources for professional interest set 1

Dear Dr Snodgrass

Welcome to your Evidence Update email from KnowledgeShare.The resources listed below have been chosen based on the interests you have provided. Please do let me know if you feel the resources aren't matching your professional interests.

Articles
The following journal articles are available from the Library and Knowledge Service electronically or in print. Please follow links to access full text online, contact me to order copies, or call into your nearest library.

[Factors influencing the quality of life of pregnant women: a systematic review.](#)
Lagadec N. *BMC Pregnancy and Childbirth* 2018;18:455.
Freely available online

[Uterine weight and complications after abdominal, laparoscopic, and vaginal hysterectomy.](#)
Louie M*. American Journal of Obstetrics and Gynecology* 2018;219(5):480 .
Available with an NHS OpenAthens password

[Prenatal exercise for the prevention of gestational diabetes mellitus and hypertensive disorders of pregnancy: a systematic review and meta-analysis.](#)
Davenport MH. *British Journal of Sports Medicine* 2018;52(21):1367-1375 .
Available with an NHS OpenAthens password for eligible users

If you need help getting hold of the full text of anything here, more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

As well as providing this evidence update service, KnowledgeShare also gives you access to other library services such as evidence searches and skills training sessions. Log in using

your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk   (Register for NHS OpenAthens at: https://openathens.nice.org.uk/)
Best regards,
Elaine

Elaine Watson
Knowledge Management Librarian
The Library, Audrey Emerton Building, Royal Sussex County Hospital
Tuesday to Thursday (01273) 523314 Monday and Friday 01444 441881 extn: 5631
Brighton and Sussex NHS Library and Knowledge Service | @BrightonSx_LKS | Latest News
Informing • Educating • Influencing

Please email me back if you would like to change your communication preferences or stop receiving these emails

- If resources match only professional interest set 2 then the Evidence Update email has no headers and contains only the resources for professional interest set 2

    Dear Dr Snodgrass

    Welcome to your Evidence Update email from KnowledgeShare.The resources listed below have been chosen based on the interests you have provided. Please do let me know if you feel the resources aren't matching your professional interests.

    Articles
    The following journal articles are available from the Library and Knowledge Service electronically or in print. Please follow links to access full text online, contact me to order copies, or call into your nearest library.

    Neighborhood Interventions to Reduce Violence.
    Kondo MC. *Annual Review of Public Health* 2018;39:253-271.
    Freely available online

    Policy Approaches for Regulating Alcohol Marketing in a Global Context: A Public Health Perspective.
    Esser MB. *Annual Review of Public Health* 2018;39:385-401.
    Freely available online

    Reports
    The following report(s) may be of interest:

    Bike Life - Women: reducing the gender gap
    Sustrans; 2018.
    Freely available online

    If you need help getting hold of the full text of anything here, more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

    As well as providing this evidence update service, KnowledgeShare also gives you access to other library services such as evidence searches and skills training sessions. Log in using your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk   (Register for NHS OpenAthens at: https://openathens.nice.org.uk/)
    Best regards,
    Elaine

    Elaine Watson
    Knowledge Management Librarian
    The Library, Audrey Emerton Building, Royal Sussex County Hospital
    Tuesday to Thursday (01273) 523314 Monday and Friday 01444 441881 extn: 5631

3.1.6 Review resources selected for Members

- Scroll down the bottom of the Member Professional Interests page and under **Some sample resources matching your selection:** you will see a limited sample of resources the Member has received and will receive

- This list is in descending chronological order and is limited to 10 items and resources published in the last 6 months

- After adding a new Member professional interest you will see all the resources that match, however only those added in the prior to their frequency setting will be sent in the current awareness email.

- Where the frequency setting is:
  - Daily, the member will receive resources which match their categories added in the previous day
  - Weekly, the member will receive will receive resources which match their categories added in the previous week
  - Every two weeks, the member will receive resources which match their categories added in the previous two weeks

Some sample resources matching your selection:

Type	Title
Guideline	Guide to the Care Act 2014 and the implications for providers.
Report	Dementia diagnosis and management A brief pragmatic resource for general practitioners.
Report	Integrating personal budgets for people with mental health problems: SCIE Guide 55.
Article	Case management approaches to home support for people with dementia.
Report	From Rhetoric to Reality à NHS Wales in 10 yearsà time: Health and Patient Information.
Guideline	New Mental Health Act code of practice.
Article	Strategies to facilitate implementation and sustainability of large system transformations: a case study of a national program for improving quality of care for elderly people.
Report	Commissioning for Carers: Principles and resources to support effective commissioning for adult and young carers.
Report	Best Practice in Memory Services: Learning From Across England.
Article	Patients as teachers: a randomised controlled trial on the use of personal stories of harm to raise awareness of patient safety for doctors in training.

- To see emails pending to be sent to the Members you are the assigned librarian for, look at section: **3.2.3 Emails pending for your members**

3.1.7 View Update Emails sent to your Members

- Scroll down the bottom of the Member Professional Interests page and at the bottom of **Some sample resources matching your selection:** you will see a button enabling you to review emails sent to this members and the date they were sent.

Article	Livebirth after uterus transplantation from a deceased donor in a recipient with uterine infertility.
Article	Prenatal exercise for the prevention of gestational diabetes mellitus and hypertensive disorders of pregnancy: a systematic review and meta-analysis.

Dr Augustus Snodgrass's Update Emails

- Clicking on Member name Update Emails display a list of emails with the date they were sent

- Clicking on **Show/Hide Content** display the resources in the email sent on that day

- If the member's categories are changed the system does not retain the emails associated with their old categories. This is now on the development list to maintain the old emails even when member's categories are updated.

3.2 Member Update Administration

3.2.1 Email Templates for Updates

What is an email template?

When KnowledgeShare system sends out emails to members, the body of the email is based on a template. The different types of email have different templates.

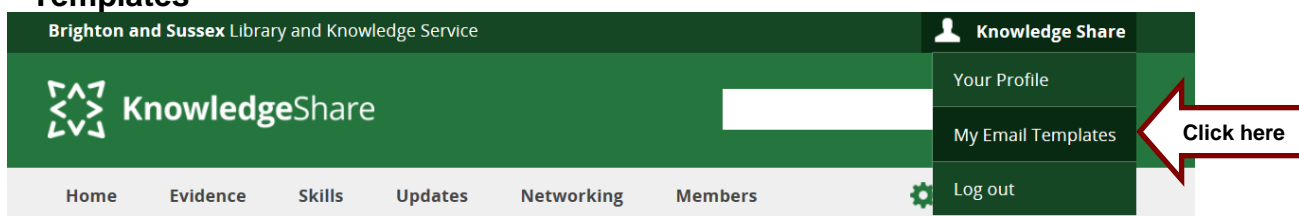As the emails appear to come from an Assigned Librarian you can edit the templates to make the emails more personal.

3.2.1.1 Manage your personal email templates

There are three levels of email template
- **System Level Template**: This template can only be edited by the System Administrator
- **LKS Level Template**: This overrides any System Level version of this template. The template can be edited by LKS Administrators in a library service
- **Personal Level Template**: This overrides any LKS Level and System Level version of this template. The template can only be edited by the library member of staff

3.2.1.2 Add a personal level email template

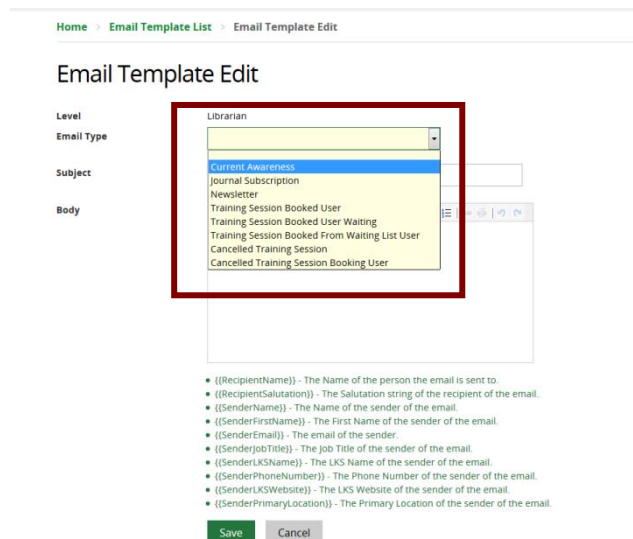- Hold the cursor over your name in the top right of the screen and click **My Email Templates**

- Click **Add new template**

- From Email Type drop down list select
  - For Current Awareness: **Current Awareness**

- In the Subject add
  - For Current Awareness: Current Awareness Updates from KnowledgeShare

- Paste in the Body of the email the appropriate text
  - Example Personal Template for Current Awareness. Replace text in italics with your own details.
  - Keep code {{RecipientSalutation}} and {{CurrentAwarenessContent}}
  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature:"Please email me back if you would like to change your communication preferences or stop receiving these emails"

> Personal Level Template: CurrentAwareness
> Subject Line: Current Awareness Updates from KnowledgeShare
>
> Dear {{RecipientSalutation}}
>
> Welcome to your Evidence Update email from KnowledgeShare.
>
> The resources listed below have been chosen based on the interests you have provided. Please do let me know if you feel the resources aren't matching your professional interests.
> {{CurrentAwarenessContent}}
> If you need help getting hold of the full text of anything here then please email me back.
>
> For more information about the KnowledgeShare Current Awareness Update service, contact me using the details below.
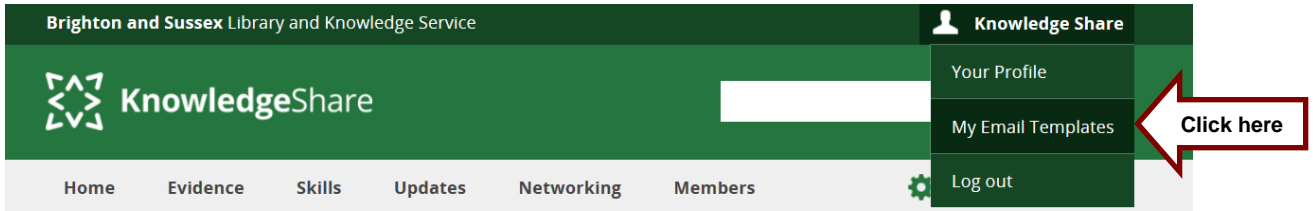>
> Best regards,
>
> Your name
>
> {{SenderName}}
> *Your usual email signature*
>
> **Please email me back if you would like to change your communication preferences or stop receiving these emails**

- Click **Save**

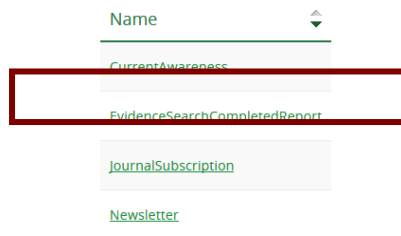## 3.2.1.3 Edit a personal level email template

- Hold the cursor over your name in the top right of the screen and click **My Email Templates**

- Click **CurrentAwareness**

- Edit the template as appropriate
  - Keep code {{RecipientSalutation}} and {{CurrentAwarenessContent}}
  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature: "Please email me back if you would like to change your communication preferences or stop receiving these emails"
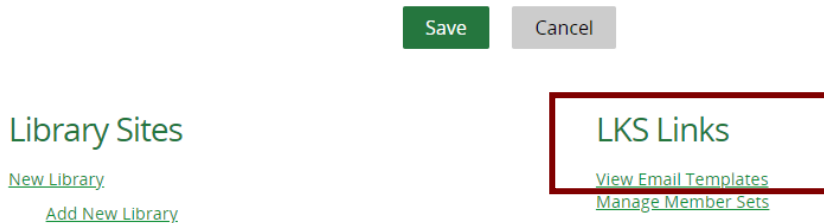
3.2.1.4 Add LKS level email template

LKS Level Template: This overides any System Level version of this template. The template can only be edited by LKS Administrators in a library service

- On the **Admin>Manage LKSs> Library and Knowledge Serv**ice page, click on View Email Templates

- Click **Add new template**

- From Email Type drop down list select
  - For Current Awareness: **Current Awareness**
  - For Table of Contents (TOCs): **Journal Subscription**
  - For Completed Search Reports: **Evidence Search Completed Report**

- In the Subject add
  - For Current Awareness: KnowledgeShare Evidence Updates

- For Table of Contents (TOCs): Table of Contents (TOC) from KnowledgeShare
- For Completed Search Reports: Evidence search result: {{LSRTitle}}

- Paste in the Body of the email the appropriate text
  - Use code {{RecipientSalutation}} which addresses the member in their preferred form
  - Use codes to create an email signature for any member of the teams

> Best regards,
> {{SenderFirstName}}
>
>
> {{SenderName}}
> {{SenderJobTitle}} | {{SenderEmail}}
> {{SenderLKSName}} | {{SenderLKSWebsite}}

- Use the link icon to embed URLs in text
  - Add the full URL including https:// or http:// to the Link URL field
  - Select Open Link in a New Window for the Target field
  - For ensure accessibility add name for the link in the Title field

Email Template Edit

Level	LKS
Email type	Current Awareness
Subject	KnowledgeShare Evidence Updates

Body

would like to change the interests we have listed, change the evidence levels, stop receiving the notifications, or request a search on a specific topic, don't hesitate to let me know.

{{CurrentAwarenessContent}}

If you need help getting hold of the full text of any of these results please email me. more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

As well as providing this evidence update service,, KnowledgeShare also gives you ac other library services such as evidence searches and skills training sessions. Log in us your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk (Reg NHS OpenAthens at: https://openathens.nice.org.uk/)

Insert/Edit Link - Work - M...   —   □   ×

https://staging.knowledgeshare....

Insert/Edit Link

Link URL	https://www.knowledgeshare.nhs.uk/
Target	Open Link in a New Window
Title	KnowledgeShare Website

Insert   Cancel

- {{CurrentAwarenessContent}} - The current awareness content
- {{FutureSkillSessions}} - A link to the future skills session list
- {{RecipientName}} - The Name of the person the email is sent to
- {{RecipientSalutation}} - The Salutation string of the recipient of
- {{SenderName}} - The Name of the sender of the email.
- {{SenderFirstName}} - The First Name of the sender of the email.

  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature: "Please email me back if you would like to change your communication preferences or stop receiving these emails"
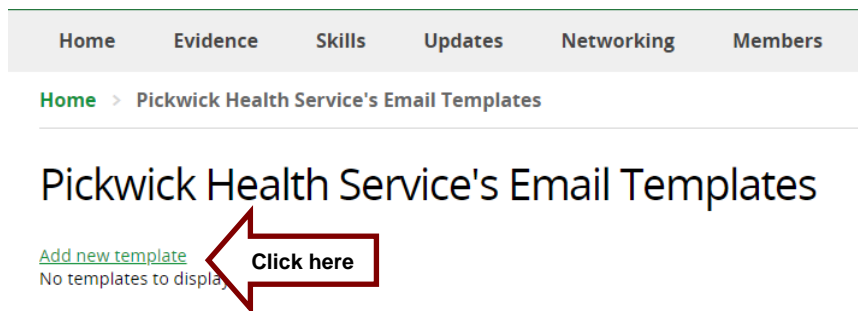
3.2.1.5 Edit a LKS level email template

LKS Level Template: This overrides any System Level version of this template. The template can only be edited by LKS Administrators in a library service
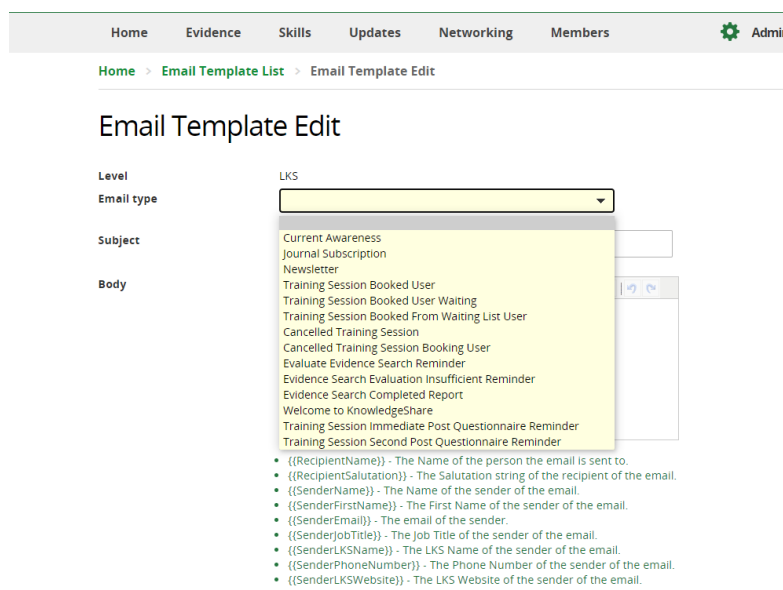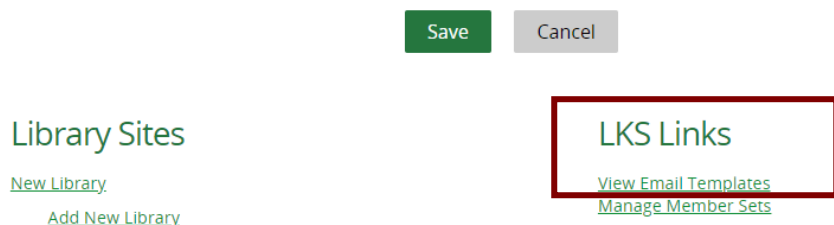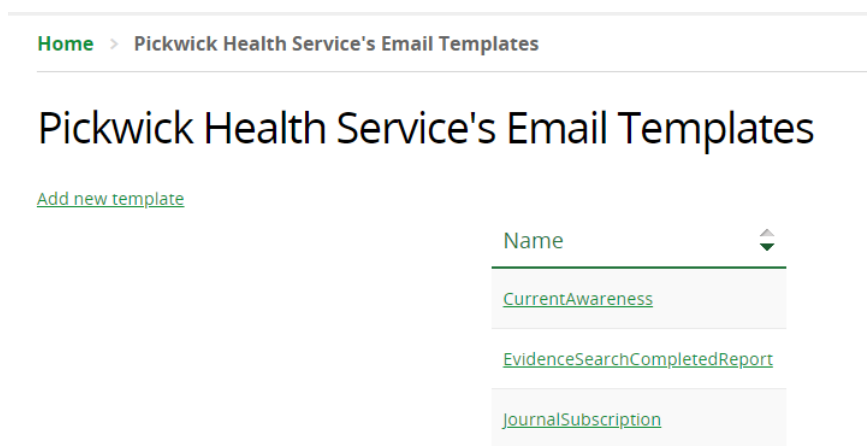
- On the **Admin>Manage LKSs> Library and Knowledge Service** page, click on View Email Templates

Save   Cancel

Library Sites

New Library

Add New Library

LKS Links

View Email Templates

Manage Member Sets

- Click on the name of the template to be edited

Home > Pickwick Health Service's Email Templates

Pickwick Health Service's Email Templates

Add new template

Name	
CurrentAwareness	
EvidenceSearchCompletedReport	
JournalSubscription	

- Edit the template
  - o Use code {{RecipientSalutation}} which addresses the member in their preferred form
  - o Use codes to create an email signature for any member of the teams

  > Best regards,
  > {{SenderFirstName}}

  > {{SenderName}}
  > {{SenderJobTitle}} | {{SenderEmail}}
  > {{SenderLKSName}} | {{SenderLKSWebsite}}

  - o Use the link icon   to embed URLs in text
    - Add the full URL including https:// or http:// to the Link URL field
    - Select Open Link in a New Window for the Target field
    - For ensure accessibility add name for the link in the Title field

Email Template Edit

Level	LKS
Email type	Current Awareness
Subject	KnowledgeShare Evidence Updates

Body

3.2.2 Viewing Members for whom you are the Assigned Librarian

- Hold the cursor over **Members** and then click **My Members**
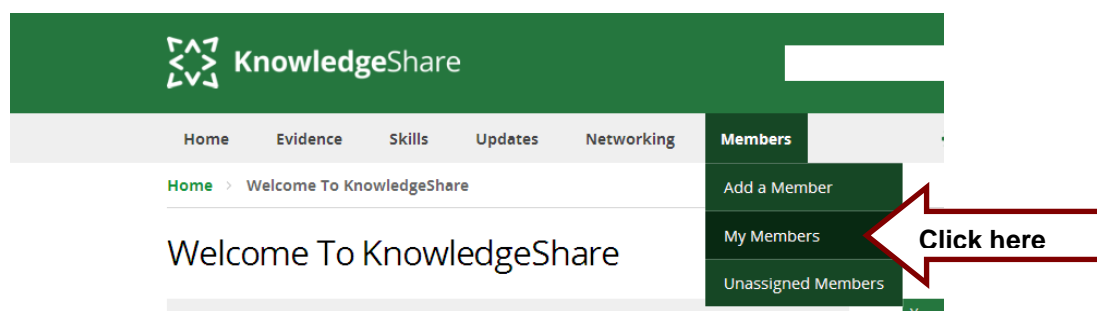
- This shows a list of the Members for whom you are the Assigned Librarian providing Current Awareness

- The list is ordered by first name and title

3.2.3 Emails pending

The **Emails for your Members** and **Emails for your Service** pages display facsimiles of emails due to be sent out. The first page also has an activity dashboard.

The facsimile emails are displayed in iterations to minimised unnecessary processing power. The emails are ordered by the Evidence Update Current Awareness due date, earliest first and then by the Current Awareness last matched date, earliest first.

Pending Emails

Show/Hide Full Email Contents

The following emails are queued up and are ready to be sent.

Dr Josiah Bounderby	Current Awareness	Josiah.Bounderby@nhs.net	Due: 27/05/21
Tigg Montague	Current Awareness	Tigg.Montague@nhs.net	Due: 27/05/21
Jefferson Brick	Current Awareness	Jefferson.Brick@nhs.net	Due: 27/05/21
Sally Brass	Current Awareness	Sally.Brass21@nhs.net	Due: 27/05/21
Jonathan Dawkins	Current Awareness	Jonathan.dawkins@nhs.net	Due: 27/05/21
Dr Clara Peggotty	Current Awareness	clara.peggotty@nhs.net	Due: 27/05/21

Find more emails

The activity dashboard displays the number Evidence Updates and Journal Alerts (Table of Content) emails sent over week (last 7 days) and the day the page is looked at.

Sent Emails

This Week
642 Evidence Updates Sent
515 Journal Alerts (TOCs) Sent

Today
161 Evidence Updates Sent
0 Journal Alerts (TOCs) Sent

This is a dynamic process and while the Current Awareness or TOC emails are being sent or if somebody else is using the same page, you may get unexpected results because emails are being added or removed at the same time.

3.2.3.1 Emails for your members

Emails for your members page will list the members who you are the Assigned Librarian for.

Any members for whom you are the Assigned Librarian who have a resource matching their interests, which has generated a pending a current awareness email, will be listed.

- Hold the cursor over **Updates** and then click **Emails for your members**
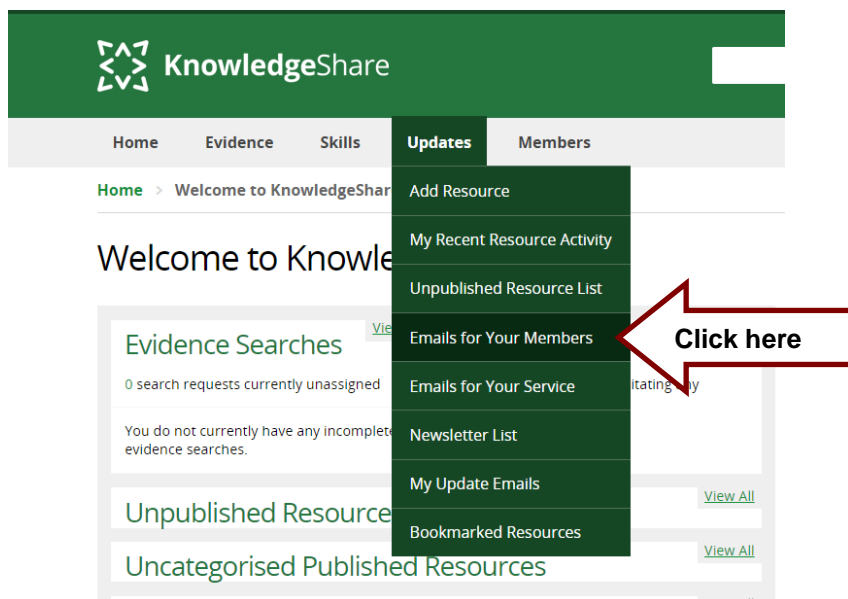
- Clicking on **Emails for your members** will search your assigned members with pending emails to find:
    - enough members to fill a single page of users (10 members)
    - If there are not enough members to fill a page a search of a maximum of 100 members is made

- The blue banner tells you how many members have been searched out of the possible number of your assigned members or members in your service.

- If you have more members who could receive current awareness emails then **Find more emails** button will be at the bottom on the page

- Click **Find more emails** to find:
    - enough members to fill another single page of users (10 members)
    - If there are not enough members to fill another page a search of a maximum of 300 members is made

- The blue banner tells you how many members have been searched out of the possible number of your assigned members

- When all the members with pending emails have been displayed the Finding more emails will disappear

- To view individual Member emails from the list:
    - Click **Show/Hide Emails Contents** at the top of page. This displays all the individual emails of the Member on this page.
  OR
    - Click on a name or email address to drill down to the email that the Member will see.

3.2.3.2 Emails for your service

The Emails for your service page link can only be seen by library staff with the LKS Admin permission and the Named LKS administrator.

The Emails for your service page lists members in your service who receive current awareness and TOC emails from all your Assigned Librarians.

Any members who have a resource matching their interests which has generated a pending a current awareness email will be listed.

How do I find the emails queuing for an individual member?

On the **Emails for your service** page enter the name of an individual member to see if they have any emails pending.

- Hold the cursor over **Updates** and then click **Emails for your service**
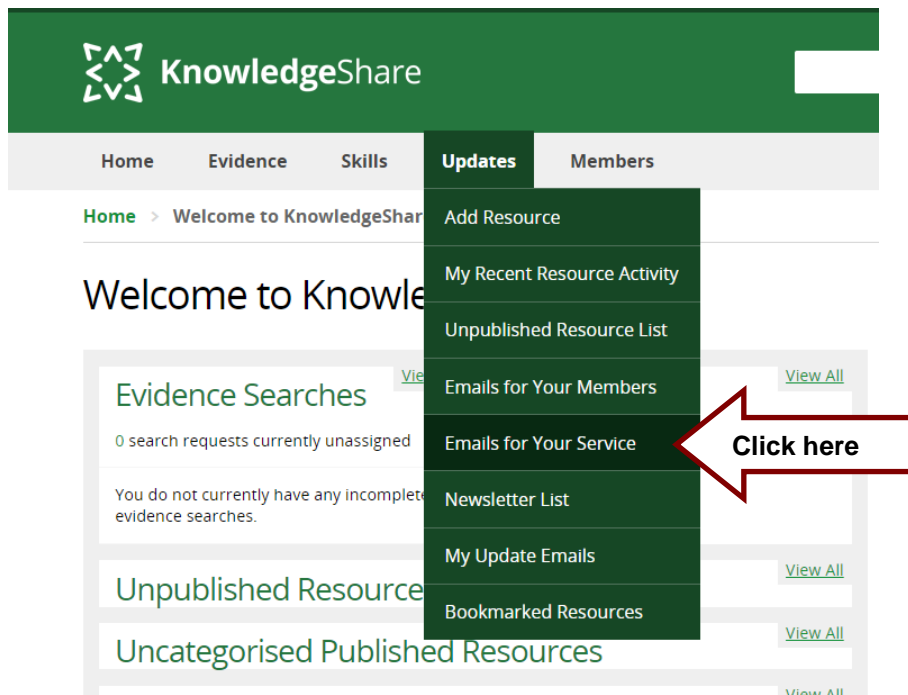
- This lists all the members from your service who have a resource matching their interests and who will receive a current awareness email when the next batch goes out.

- Use the search box to find emails pending for an individual Members

3.2.4 Unassign a Member when they leave your Service

KnowledgeShare information governance and privacy policy

Deleting your information
"We will keep your information for as long as you are making use of NHS library and knowledge services. We will unassign you from your library and knowledge service when we know you have left or if you have not used any of our services for three years. Once unassigned we will keep your information for a further two years (in case you return to using the services after a break). The system will only store as much information about you as is required, and will securely destroy any personal information about you when it is no longer of use."

(https://www.knowledgeshare.nhs.uk/?PageID=help_privacy)

- If a member has left your trust then they should be unassigned

- Search for a member

- On the Members profile page click on **Edit** on the **Personal Information** section

Dr Walter Bray

- From the **Library and Knowledge Service** drop down list select **Member is no longer assigned to an LKS**

- Click **OK** on the message **Removing *Members name's* link to this Library and Knowledge Service will mean that they can no longer log in to KnowledgeShare. An email confirmation will be sent to *Members name*. Do you want to continue?**

- An email will go to the member telling them they have been unassigned

- An email will go to the Library and Knowledge Service Admin telling them one of their members has been unassigned

- It is not possible to make changes to the record of an unassigned Member

What happens to un-assigned Member records if they are not re-assigned?

Once unassigned KnowledgShare will keep Member information for a further two years (in case the member returns to using the services after a break). The system will only store as much information about Members as is required, and will securely destroy any personal information about Members when it is no longer of use."

See the KnowledgeShare information governance and privacy policy at:
https://www.knowledgeshare.nhs.uk/?PageID=help_privacy

3.2.4.1 Signs that a Member has left your organisation

There isn't a leaving date field on a Member's record. Members will be automatically unassigned if they have had no activity in a three year time period. Once unassigned,

KnowledgeShare will keep Member information for a further two years (in case the Member returns to using the services after a break) before destroying any personal information. See the KnowledgeShare information governance and privacy policy for more information. (https://www.knowledgeshare.nhs.uk/?PageID=help_privacy)

- Out-of-office messages
  - o Assigned librarian will get out-of-office messages from their members they send current awareness updates to
  - o Open all Out of Office messages and where email states:
    - ▪ the Member has left the organisation, in KnowledgeShare please unassign the Member from the Library Service (see section **Unassign a Member when they leave your Service)**
    - ▪ the Member is on sabbatical, maternity leave or anything that means they are away from work for a number of months but planning to return, please use the 'Pause all KnowledgeShare e-mails' function (see section **Disable All E-mails)**

3.2.4.2. Disable All E-mails

If you wish to pause all email communication from KnowledgeShare for any reason, for example during sabbatical or maternity leave, then you can do use the 'Pause all KnowledgeShare emails function. This overrides all other email settings

- Go to the members profile record and select the Settings section
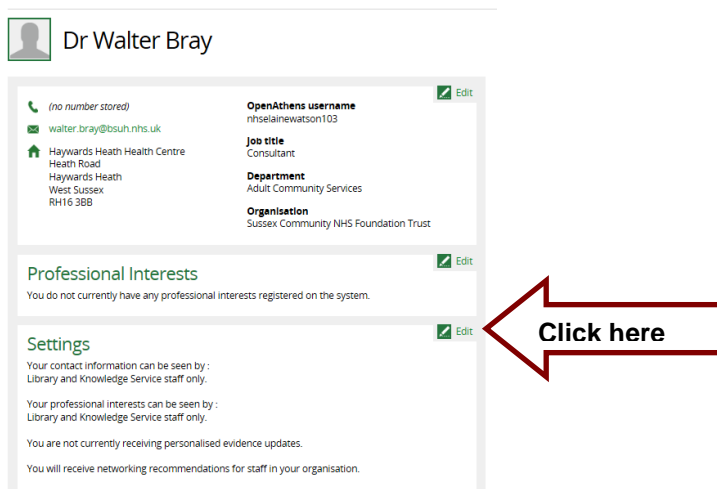
- On the Communication tab scroll down to Disable All E-mails

- To pause all KnowledgeShare e-mails
  - o *The default value is unchecked*
  - o Checking the box will pause all emails from the system to the Member until the box is uncheck
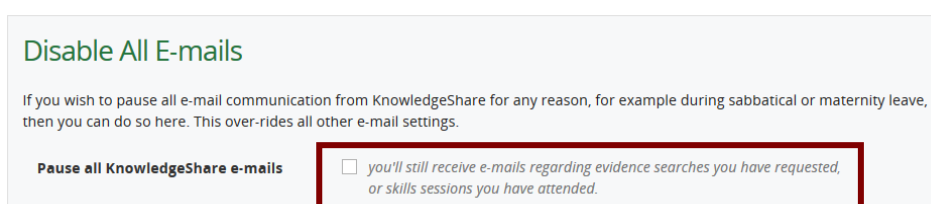
o   Enter a date for emails to start resuming automatically.

Disable All E-mails

If you wish to pause all e-mail communication from KnowledgeShare for any reason, for example during sabbatical or maternity leave, then you can do so here. This over-rides all other e-mail settings.

Pause all KnowledgeShare e-mails   ☑ *you'll still receive e-mails regarding evidence searches you have requested, or skills sessions you have attended.*

(optional) Automatically restart on   06 / 07 / 2020 🗓

3.3 Adding a resource

What is a resource?

Resources can be articles,reports, guidelines, books, events, guidelines and websites that are entered into to the KnowledgeShare system so they can be sent to members as part of the current awareness service.

Resources are given a type, evidence levels and categories which describe their content and allow them to be matched with Member professional interests or selected to be included into Newsletters.

- Hold the cursor over **Updates** and then click **Add Resource**
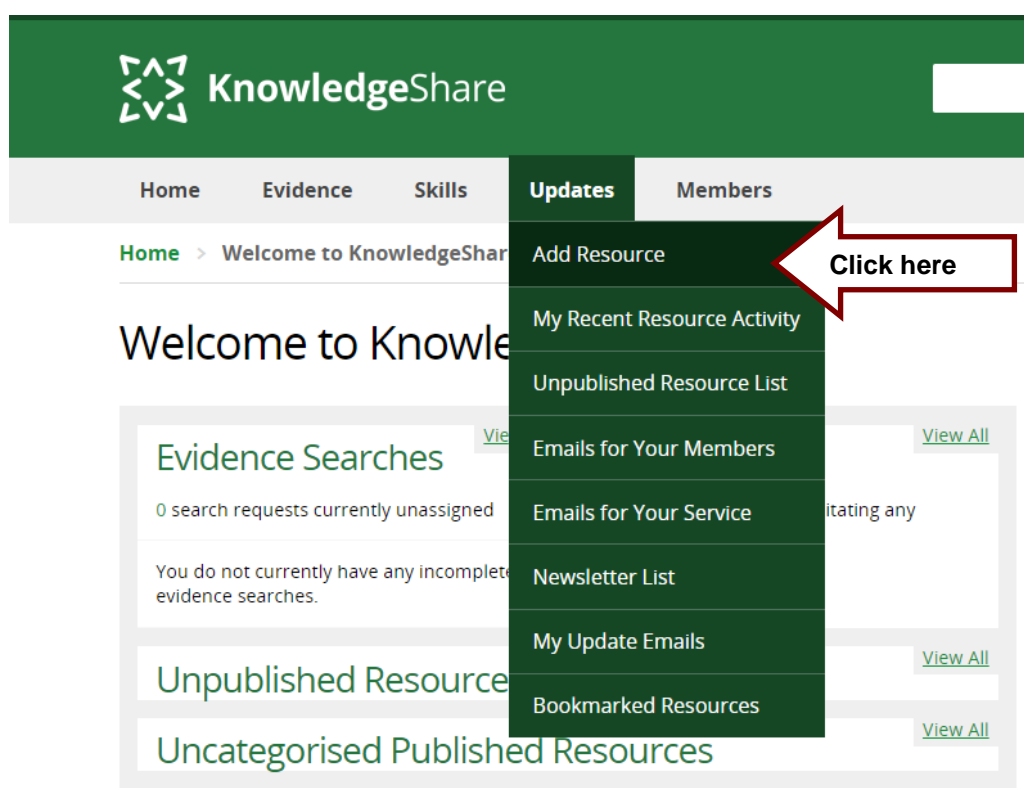
3.3.1 Resource Types

Selecting a resource type provides a selection of fields so they are appropriate for capturing the key information for that type of resource
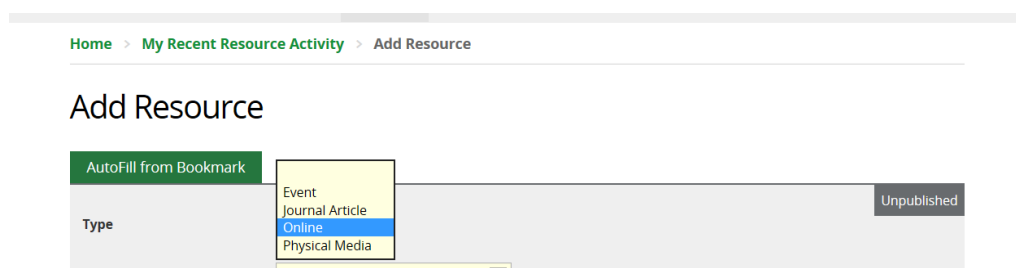
- The resource types are:
  - Event
  - Journal Article
  - Online
  - Physical Media

- Resource Types Descriptions

Type	Description
Event	Planned and organized meetings for training or professional interest
Journal Article	Journal Article in print or online format
Online	Resources accessible via a URL
Physical Media	Physical items such as books, CD-ROMs, DVDs, Posters and Interactive Models

- The fields associated with the resources types:

Resource Types				
Field	**Event**	**Journal Article**	**Online**	**Physical Media**
Title	✓	✓	✓	✓
Description	✓	✓	✓	✓
Date Resource Added	✓	✓	✓	✓
URL	✓	✓	✓	✓
Year Published		✓	✓	✓
Access Restriction	✗	✓	✓	✓
Author	✗	✓	✗	✓
Publisher	✗	✗	✓	✗
Journal	✗	✓	✗	✗
ISSN	✗	✓	✗	✗
Volume	✗	✓	✗	✗
Issue	✗	✓	✗	✗
Page	✗	✓	✗	✗
Shelf Mark	✗	✗	✗	✓
Edition	✗	✗	✗	✓
ISBN	✗	✗	✗	✓
Geographical Availability	✓	✓	✓	✓

Location	✓	✘	✘	✘
All day event?	✓	✘	✘	✘
Start Date	✓	✘	✘	✘
Start Time	✓	✘	✘	✘
End Date	✓	✘	✘	✘
End Time	✓	✘	✘	✘
Contact email for more information	✓	✘	✘	✘

3.3.1 Quality and editing standards for resource fields

3.3.1.1 Title

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- Title:
  - *Mandatory Field*
  - Include a full-stop (or other punctuation) at the end of the title
  - After the first word of the title only use lower case (unless a name is included)
  - Indicate a subtitle by starting with a colon i.e. :
  - Do not use & only "and"

  - At the end of the title use:
    - [Editorial] for an editorial
    - [Correspondence] for correspondence or letters.

3.3.1.2 Description

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- Description:
  - Include the purpose or aim of the resource in the description

- Maximum number of characters available is 500. If the maximum number of character are exceeded the number in red shows how many characters there are over the limit.

- Use semicolons to present lists instead of bullet points.

- Use semicolons to present lists instead of bullet points.

3.3.1.3 Geographical Availability

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- Geographical Availability:
  - The Geographical Availability field allows a resource to only be sent in the Evidence Update emails to those members in the geographical selection.
  - *Default selection is National*
  - For books select your organisation from the list
    - Select Organisation
    - In the field that appears start typing your organisation name
    - Click on organisation name in the list

Note: The Geographical Restriction is not applied to the Matching Member list for the resource. Members are matched by categories. The Geographical Restriction is applied when including a resource in an email.

3.3.1.4 Publisher

- Available for resource types
  - Online

- Publisher
  - Select a publisher from the pick list.
  - Only if the publisher is not in the pick list add to the field

Publisher	The Kin
Year Published	The King's Fund

3.3.1.5 URL

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- URL:
  - If there is a choice, select a link to an html page rather than a PDF. Only opt for PDF if this is the only link available.
  - For articles if full text is not available, add a link to the abstract on PubMed

URL	http://tcp.sagepub.com/cgi/content/abstract/42/5/601?rss=1

  - For books, include link to the electronic version of it is available
  - For events, include webpage with booking information

3.3.1.6 Access Restriction

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- Access Restriction
  - Select from
    - Contact the library for a copy of this article

- To be used when electronic access is not available, or where AthensOpen access doesn't cover the date range of the article.
  - Contact the library for a password
  - Free registration required to access full text
  - Full text available with an NHS OpenAthens password
    - To be used for the National Core Content Collection
  - Full text available with an NHS OpenAthens password for eligible users
    - To be used for locally and regionally purchased and accessible resources
  - Full text available with an NHS password using an NHS PC
  - Full text freely available online

Access Restriction	Contact the library for a copy of this article ▾

3.3.1.7 No categorisation required:

Beware: The 'No categorisation required' selection does not override the category selection. The categories are hidden but still active. If you start categorising you can't change your mind and then check the No categorisation required box.

- Available for resource types
  - Event
  - Journal Article
  - Online
  - Physical Media

- No categorisation required:
  - If no categorising an article is appropriate but it forms part of the table of contents (TOC) for a journal, check the box next to No categorisation required:

No categorisation required:	✓
Publish resource	Unpublished ▾

3.3.1.8 Journal

- Available for resource types
  - Journal Article

- Journal
  - *Mandatory Field*
  - select journal from the pick list where possible

3.3.1.9 Author

- Available for resource types
  - Journal Article
  - Physical Media

- Author
  - Only the first author to be included
  - Remove all punctuation so the author is in the format Watson EA

3.3.1.10 Volume, Issue

- Available for resource types
  - Journal Article

- Volume, Issue
  - even though not mandatory try and ensure these have the appropriate date if available

3.3.1.11 Year Published, Pages

- Available for resource types
  - Journal Article

- Year Published, Pages
  - *Mandatory fields*
  - Enter in format 340-356
 - Include the start and end pages where possible

o For electronic only journals add the DOI to the page field

| Year Published | 2016 | Pages | http://dx.doi.org/10.331(|

3.3.1.12 Save & Copy Journal Details

- Available for resource types
    - Journal Article

- Save & Copy Journal Details
    - Select Save & Copy Journal Details when added articles in an issue. This copies to the new record the:
        - Journal name
        - ISSN
        - Year
        - Volume
        - Issue

Delete   Save   Save & Copy Journal Details   Cancel
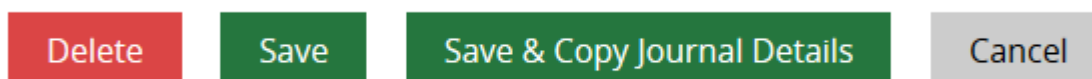
3.3.1.13 Shelf mark
- Available for resource types
    - Physical Media

- Shelf mark
    - Include spaces with in the shelf mark e.g. WY 24 MOR
    - Include year if provided e.g. WY 24 BUR 2011
    - Do not include copy number
    -

3.3.1.14 Edition
- Available for resource types
    - Physical Media

- Edition
    - Enter book edition in the format "3rd ed.", including a full-stop after the ed.

3.3.1.15 ISBN
- Available for resource types
    - Physical Media

- ISBN
    - Use ISBN-13 if available

3.3.1.16 Location

- Available for resource types
    - Event

- Location
    - The location field displays the information in the update emails on a single line so format appropriated with commas.

Events

You may be interested in this (these) forthcoming event(s):

Beyond Brain Injury: Overcoming everyday challenges.
[This conference is aimed at all practitioners working with brain injury sufferers, including nursing staff, consultants, GPs, physiotherapists, speech and language therapists, occupational therapists, social workers, case managers, rehabilitation support workers and voluntary sector care providers.]
AMEX Stadium, Brighton
All day event on: 9th February, 2017
http://i.emlfiles1.com/cmpdoc/3/4/0/3/2/files/405005_aspire_conference2017-interactive.pdf
For more information, please contact events@asb-law.com.

3.3.1.17 All day event?

- Available for resource types
    - Event

- All day event?
    - Checking this box, removes the Start Date/Time and End Date/Time options creates a mandatory singular date field

3.3.1.18 Start Date, Start Time, End Date End Time

- Available for resource types
    - Event

- Start Date
    - *Mandatory if All day event? has not been checked*

- Start Time
    - *Mandatory if All day event? has not been checked*

- End Date

- End Time

3.3.1.19 Contact email for more information
- Available for resource types
    - Event

- Contact email for more information
    - Include contact email if provided

3.3.2 Resource Evidence Level

Resources in KnowledgeShare cover a wide range of evidence levels. The Selected Evidence Levels function provides the option to filter the types of evidence members receive in their evidence update email.

Select the most appropriate Evidence Level to match the resource you are categorising from the list.

3.3.2.1 Evidence level descriptions

Type	Description	Examples
Award	Recognition for achievement in a field	RCM Midwifery Awards Healthcare Design Awards
Book	Complete printed or electronic book	Clinical Endocrinology and Diabetes at a Glance [with local library location and shelfmark] Oxford Textbook of Rheumatology [with local online access instruction]
Evidence-Based Summary	Critically appraised research and syntheses of evidence	Clinical Knowledge Summary: Allergic Rhinitis Acupuncture is not as effective as infertility treatment in women with PCOS
Guideline	National, international, or institutional guideline	SIGN 151: Management of stable angina Best practice for management of Distal Radial Fractures (DRFs)
Legal Cases	Publically reported legal case details	Causation not proven in head injury case: Harding v Buckinghamshire Healthcare NHS Trust
News	Recent health news	Number of trainees choosing psychiatry is up by a third Staff from 13 unions accept NHS pay deal

Opinion	Healthcare related opinion piece	Towards evidence based medicine for paediatricians Acupuncture and My Search for Chronic Pain Treatments
Original Research	Article reporting a trial, observational study, case report etc	Incidence of unipolar and bipolar depression, and mania in adults with intellectual disabilities: prospective cohort study GP leadership in clinical commissioning groups: a qualitative multi-case study approach across England
Patient & Public Information	Resource designed for patients or the public	Abdominal hysterectomy Teeth - the Musical
Professional Development	Professional development opportunity including face to face training and e-learning	Updated e4Equipment e-learning programme School Nurses conference and exhibition 2018
Report	Institutional publications that do not fall into the other categories	Innovative Models of General Practice
Research Fund	Details of research grants or funding	Large Grants competition 2018 Cancer research and global health initiative
Statistics	Statistical reports, data tables etc	NHS Maternity Statistics, England 2016-17 Migration Statistics Quarterly Report: February 2018
Systematic Review/ Meta-Analysis	Systematic review and/or meta-analysis	Cognitive behavior therapy combined with exercise for adults with chronic diseases: Systematic review and meta-analysis Respiratory muscle training for cystic fibrosis
Toolkit	Collection of practical resources	Safeguarding Children Toolkit for General Practice

3.3.3 Save and Publish resources without categories

> **Beware: The 'No categorisation required' selection does not override the category selection. The categories are hidden but still active. If you start categorising you can't change your mind and then check the No categorisation required box.**

- No categorisation required:
    - If categorising an article is not appropriate, but the article forms part of the table of contents (TOC) for a journal, check the box next to No categorisation required:

No categorisation required: ✓	
Publish resource	Unpublished ▼

- An article may not require categorising if is correspondence or a comment that lacks evidence a member could use. Indicate the type of article using at the end of the title:
    - [Comment] for a comment
    - [Correspondence] for correspondence or letters.

- The **Unpublished Resources** box on the home page shows any unpublished journal articles or publications.

Princess Royal Hospital
👤 1 Going | 7 Spaces Left

Unpublished Resources   View All

Journal : Evidence-Based Medicine
12 Articles over a week old   12 unpublished Articles in total

                                                       View All
Uncategorised Published Resources

- Click on the link and check the boxes next to each article. This click **Publish**

	Compensation for psychiatric harm after a mismanaged birth. Griffith R. *British Journal of Midwifery* 2017;25(7):470-471. [Midwives have a legal duty of care to the women and babies in their charge; but, as the author explains, in cases of negligence, other parties may also have a claim.] *Available with an NHS OpenAthens password for eligible users*	Pregnancy and Child Birth, Adults, Neonates, Community Clinics, Home Care, Hospital Ward, Non-Clinical Professional, Midwife, Law, Safeguarding	Sue Austin ➕
☑	**Surviving second year studies. [Comment]** Axcell C. *British Journal of Midwifery* 2017;25(7):474-474. [Many students find their midwifery course as challenging as it is rewarding. The author, winner of the BJM Student Midwife of the Year award 2017, reflects on her second year of study.] *Available with an NHS OpenAthens password for eligible users*	**No Categories Entered**	Sue Austin ➕

Publish

3.3.4 Unpublished Resources

What are Unpublished Resources?

Unpublished Resources are resources that have been added via the Add Resource page and have been saved as unpublished

Unpublished Resources   View All

Publisher : The Health Foundation
1 unpublished Report in total

- Articles that have been added via the **Add Resource** page and have been saved as unpublished are listed on the home page in the Unpublished Resources box

- Unpublished resource need to be categorised to match them to members professional interests or have the **No categorisation required:** box checked to move then out of the Unpublished Resources box

- Click on the link and check the boxes next to each article. This click **Publish**

3.3.5 Uncategorised Published Resources

> **What are Uncategorised Published Resources?**
>
> Uncategorised Published Resources are uploaded into KnowledgeShare and automatically published to form a Table of Contents (TOC).

- Articles that have been uploaded from PubMed into KnowledgeShare and then are automatically published to form a TOC are listed on the home page in the Uncategorised Published Resources box

- When you open an Uncategorised Published Resources article you will see **Published** in a green box in the top right hand corner. This shows the article has been published to form a TOC.

- Uncategorised Published Resources need to be categorised to match them to members professional interests or have the **No categorisation required box:** checked to move then out of the Uncategorised Published Resources box

Links to resource	Check for full-text availability [Abstract]
No categorisation required:	✓
Publish resource	Published

Save   Save & Copy Journal Details   Cancel   Delete

- If you add categories and then save, this will then publish the articles again but as evidence update resource. The categorised article will then be matched against members professional interests categories and added to pending evidence update emails

Beware: The 'No categorisation required' selection does not override the category selection. The categories are hidden but still active. If you start categorising you can't change your mind and then check the No categorisation required box.

- Articles that have been uploaded from PubMed into KnowledgeShare use the national Link Resolver to link to the full text. If you click on 'Check for full-text availability' this takes you to the Link Resolver page and gives all KnowledgeShare members the access to the full text content they are eligible for.

URL	
Access restriction	▾
Links to resource	Check for full-text availability [Abstract]

- Click Read the full text or Read article to access the full text. Logging on with an NHS OpenAthens accounts may be needed on the full text page.

Oral health care in children.
Greenshields, S , *British journal of nursing (Mark Allen Publishing)* (volume 28, issue 15, pages 980-981) ✔ , 8/8/2019
DOI: 10.12968/bjon.2019.28.15.980   PMID: 31393777   Source: https://www.ncbi.nlm.nih.gov/...
ISSN: 0966-0461   EISSN: 2052-2819
Show more information

Read the full text
magonlinelibrary.com

Read article   Browse Journal   01/1992 - Current   MAG Online Library
Found a broken link?

- The URL and Access restriction fields can be left empty as the 'Check for full-text availability' link is also embedded in the evidence update emails:

> **Advancing the status of nursing: reconstructing professional nursing identity through patient safety work.** [Abstract]
> Heldal F. *BMC Health Services Research* 2019;19(1):418.
> Check for full-text availability
> [We qualitatively investigated the implementation of a patient safety programme in Norway, paying attention to changes in nurses' practices and values. The patient safety programme involved activities that were more in accordance with the 'cure' discourse than traditional 'care' work within nursing. As a result, this implied a heightened perceived professional status among the nurses.]

3.3.6 Using a bookmarklet to add a resource

> **What is a bookmarklet?**
>
> A bookmarklet can be used to speed up importing of resources to KnowledgeShare resources
>
> The bookmarklet works by storing the citation of the resource that you are currently looking at, and allowing you to import this when you create an Evidence Update resource. Not every source can be bookmarked.

3.3.6.1 Sites that can be used for bookmarking

Not every source can be bookmarked using the **Save to KnowledgeShare** link. This table list those sites that can be used for bookmarking with notes on any issues and actions needed:

Source	Website	Notes
Cochrane Systematic Reviews	https://www.cochranelibrary.com/	Use individual review pages. For example: https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD001919.pub4/full This bookmarklet does not work with trial articles.
King's Fund	www.kingsfund.org.uk	Use individual reports from the King's Fund where the URL starts: https://www.kingsfund.org.uk/publications/ For example: https://www.kingsfund.org.uk/publications/nhs-hospital-bed-numbers
NICE	www.nice.org.uk	Use individual guidelines only. For example: https://www.nice.org.uk/guidance/ta748

Lippincott® Journal collection	http://journals.lww.com	Use individual article pages. For example: https://journals.lww.com/ahm/Fulltext/2021/09000/Acupuncture_and_Herbal_Medicine_launched__building.1.aspx
PLOS	https://plos.org/#journals	Use individual article pages. For example: https://journals.plos.org/plosmedicine/article?id=10.1371/journal.pmed.1002445
PubMed	https://pubmed.ncbi.nlm.nih.gov/	Use individual article pages. For example: https://pubmed.ncbi.nlm.nih.gov/34762326/
SAGE	http://journals.sagepub.com	Use individual article pages. For example: https://journals.sagepub.com/doi/full/10.1177/2292550320963111
Science Direct	www.sciencedirect.com	Use individual article pages. For example: https://www.sciencedirect.com/science/article/pii/S1548559521000112
NHS England	https://www.england.nhs.uk/publication/	Use individual publication pages. For example: https://www.england.nhs.uk/publication/framework-for-digital-solutions-for-the-deployment-of-sessional-clinical-capacity-in-primary-care/
McMaster PLUS	https://plus.mcmaster.ca/kt/	Use individual article pages. For example: https://plus.mcmaster.ca/kt/Home/Article/109593
EvidenceAlert	https://www.evidencealerts.com/	Use individual article pages. For example: https://www.evidencealerts.com/HitParade/StellarHighestRated/96168?discipline=user

3.3.6.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar

Before a bookmarklet can be used, the **Save to KnowledgeShare** link must be added to your browser's bookmark/favourites tool bar:

- Hold the cursor over **Updates** and then click **Bookmarked Resources**
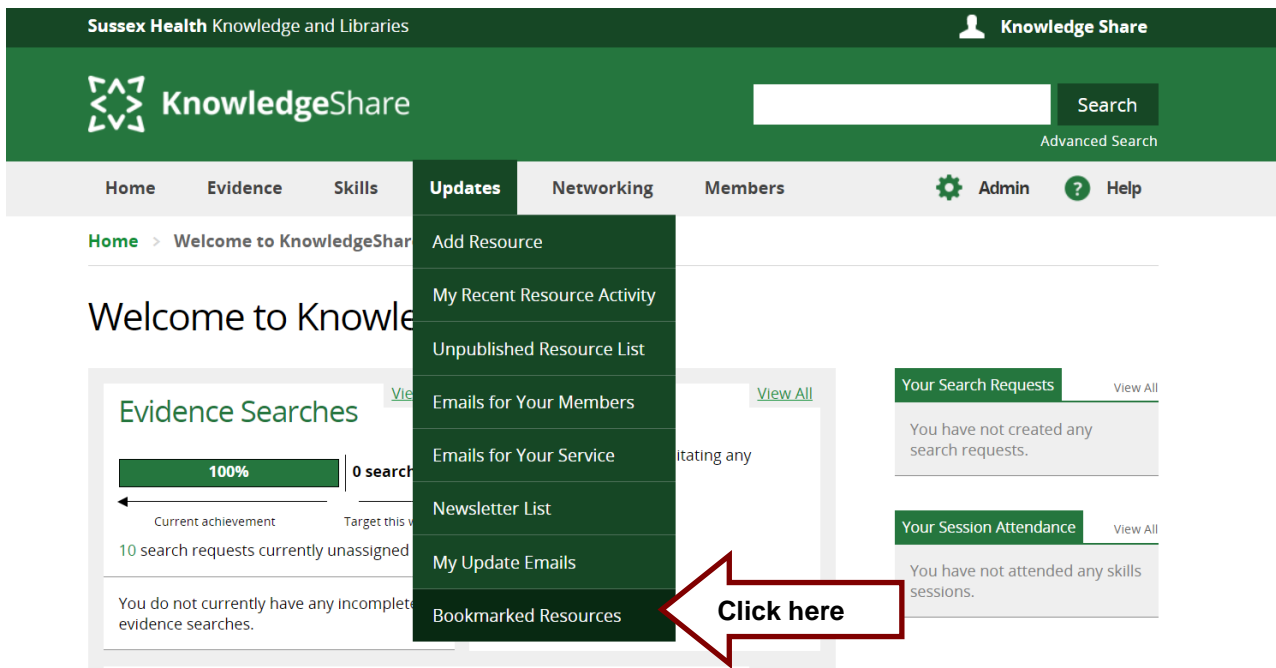
- Click and drag the **Save to KnowledgeShare** link and move it to the bookmark/favourites bar on your browser:
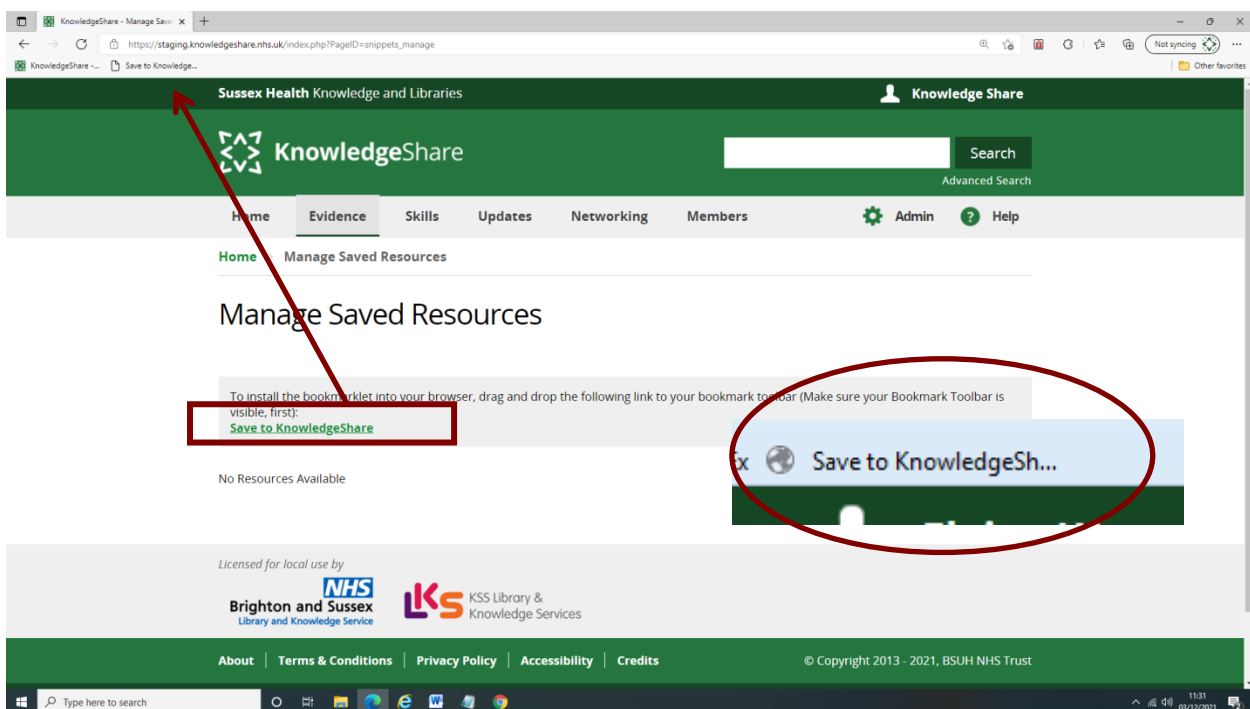
3.3.6.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox
- If the bookmark/favourites bar isn't visible, click the Ctrl+Shift+B keys
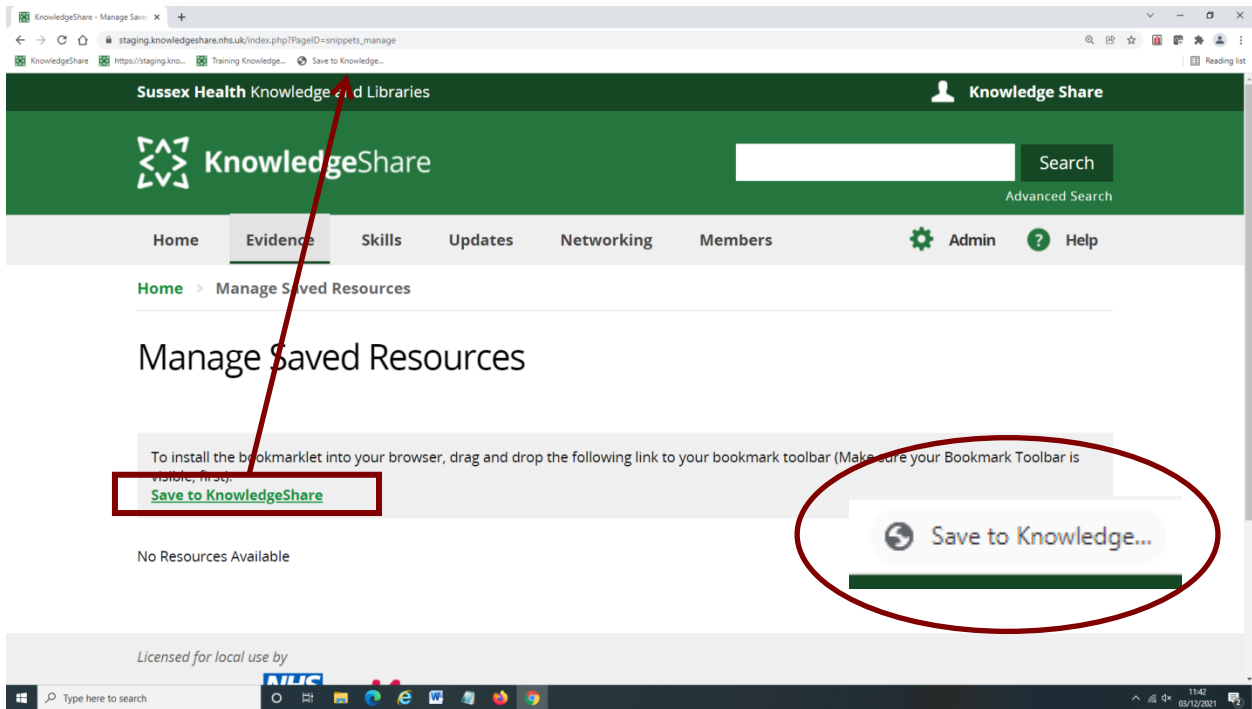
3.3.6.2.1 Adding Save to KnowledgeShare link to Explorer
- If the bookmark bar isn't visible, right click on the "Save to KnowledgeShare" link
- Click "Add to favorites…"
- Click **Add** in the Add a Favorite pop up
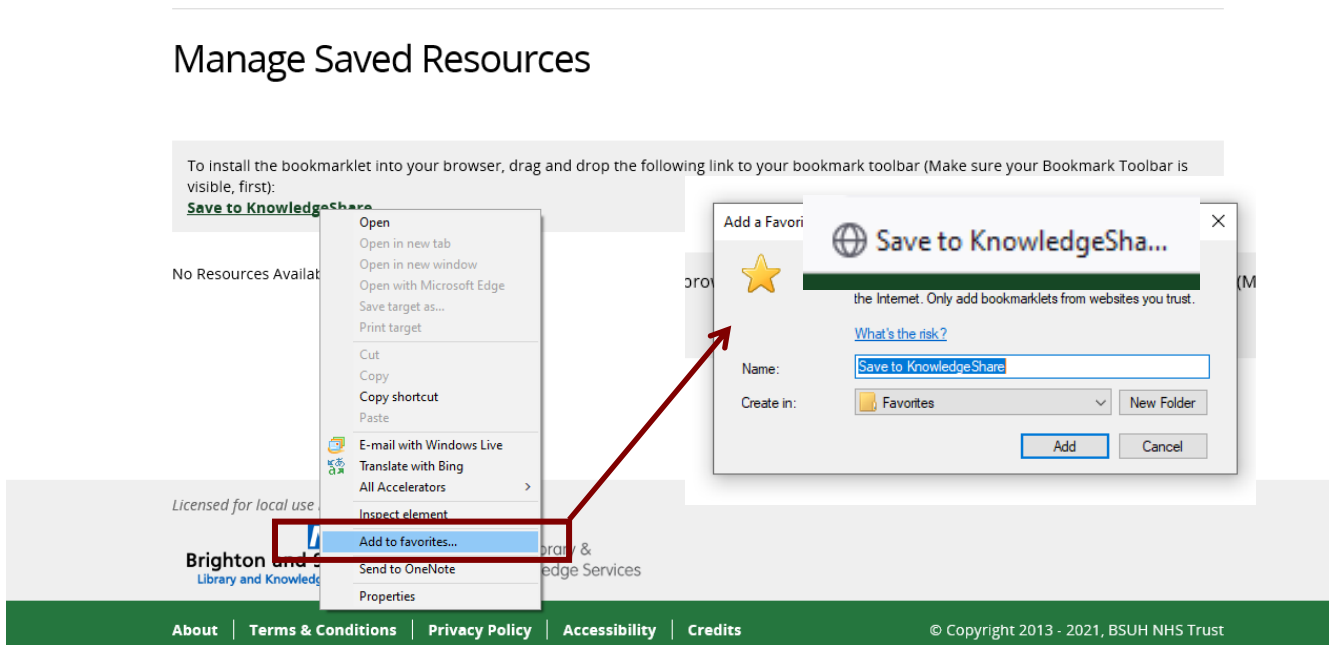
3.3.6.3 Using the Save to KnowledgeShare link to save a result

- The **Save to KnowledgeShare** link must have been saved to the bookmark/favourites bar on your browser

- In your Internet browser, navigate to the page with the article or publication that you wish to bookmark

- Click the **Save to KnowledgeShare** link in your bookmark bar or from the favourites lists

    o For Edge, Chrome and FireFox
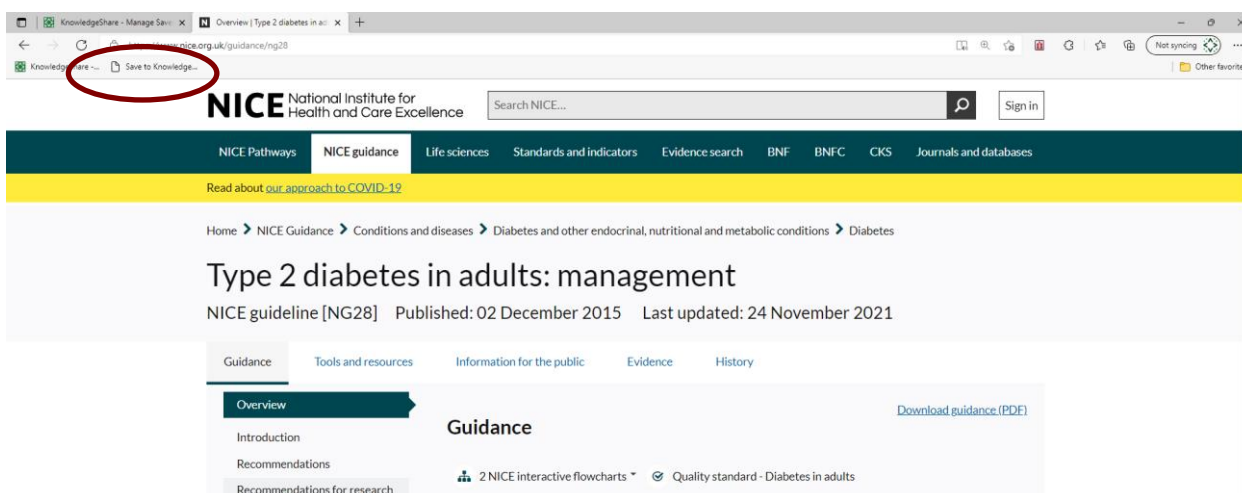
    o For Explorer
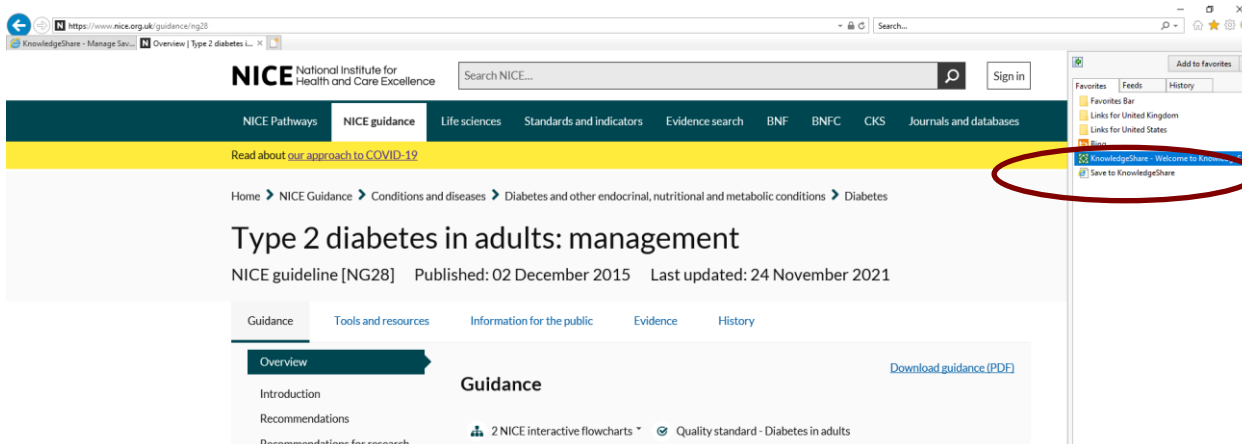
- A KnowledgeShare side-bar will open on the right of the page, displaying the citation of the page that you are on
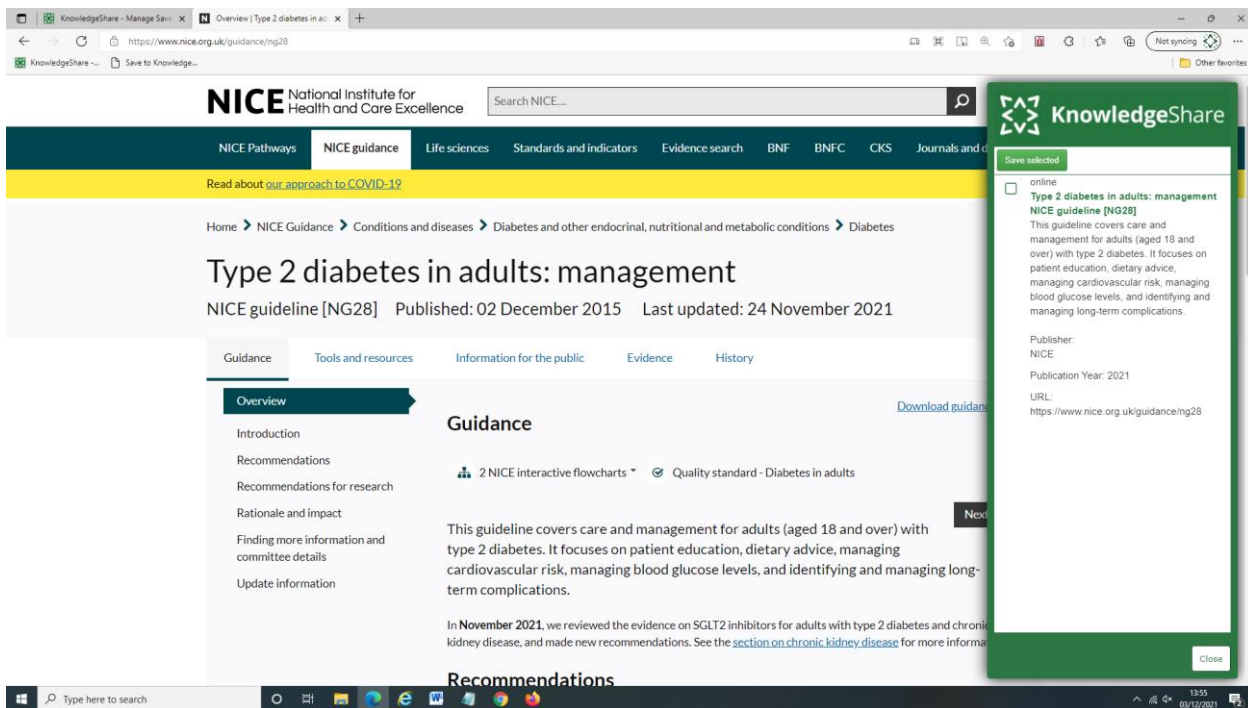
- In the KnowledgeShare side-bar click the check box next to the citation and click **Save selected**
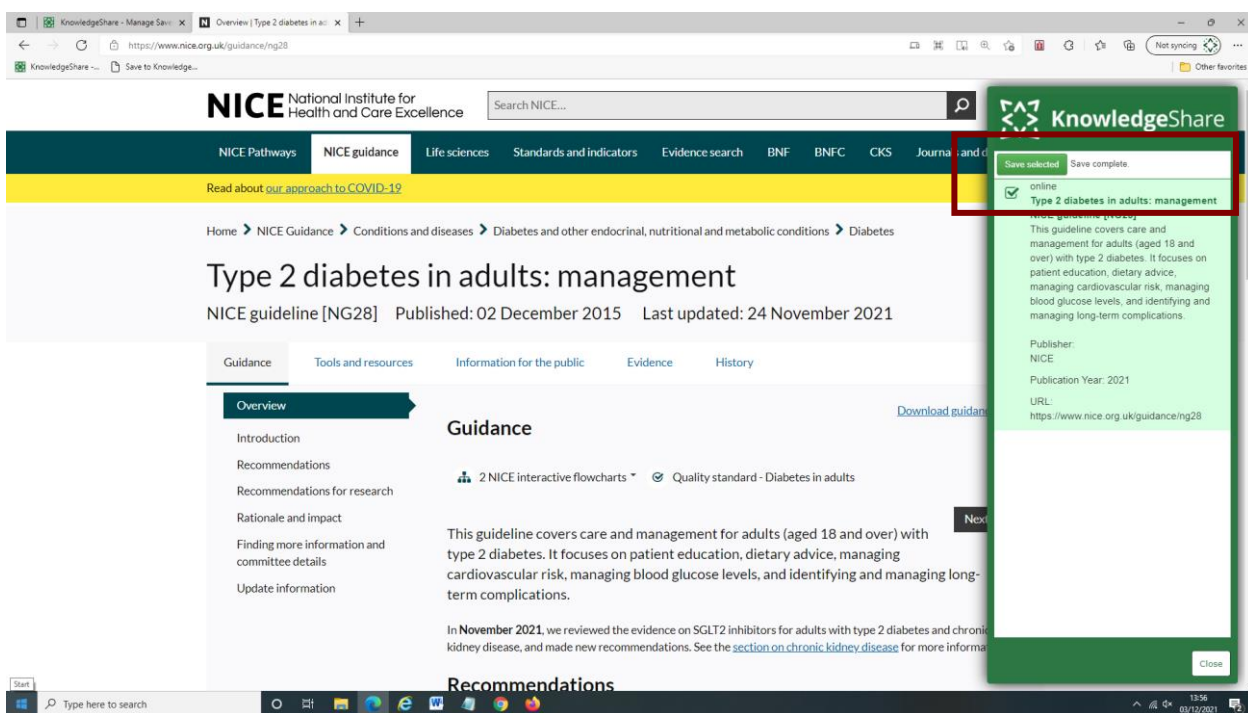
- Click **Close** at the bottom of the KnowledgeShare side-bar
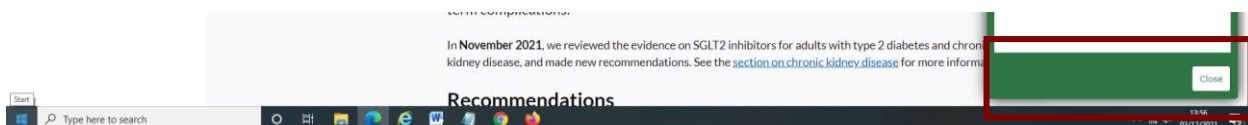
- This resource has now been bookmarked in KnowledgeShare

- In KnowledgeShare, hold the cursor over **Updates** and then click **Add Resource**
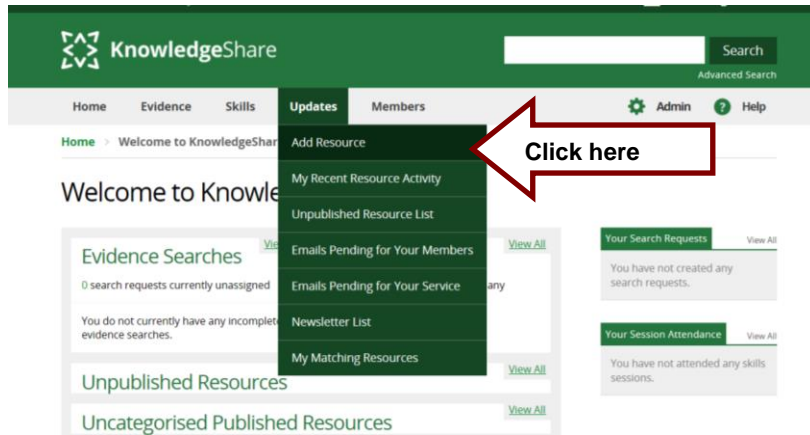
- Click **AutoFill from Bookmark**

- Click on the title of the resource you want to import

- The resource information will be imported to the appropriate fields

Add Resource

- Check for any missing data that needs to be completed or any edits needed to conform to the KnowledgeShare editing standards.

Add Resource

- Add categories

3.3.6.4 Managing saved bookmarks
In order to prevent your list of saved bookmarks from becoming too long you can delete bookmarks that have been used:

- Hold the cursor over **Evidence** and then click **Bookmarked Resources**
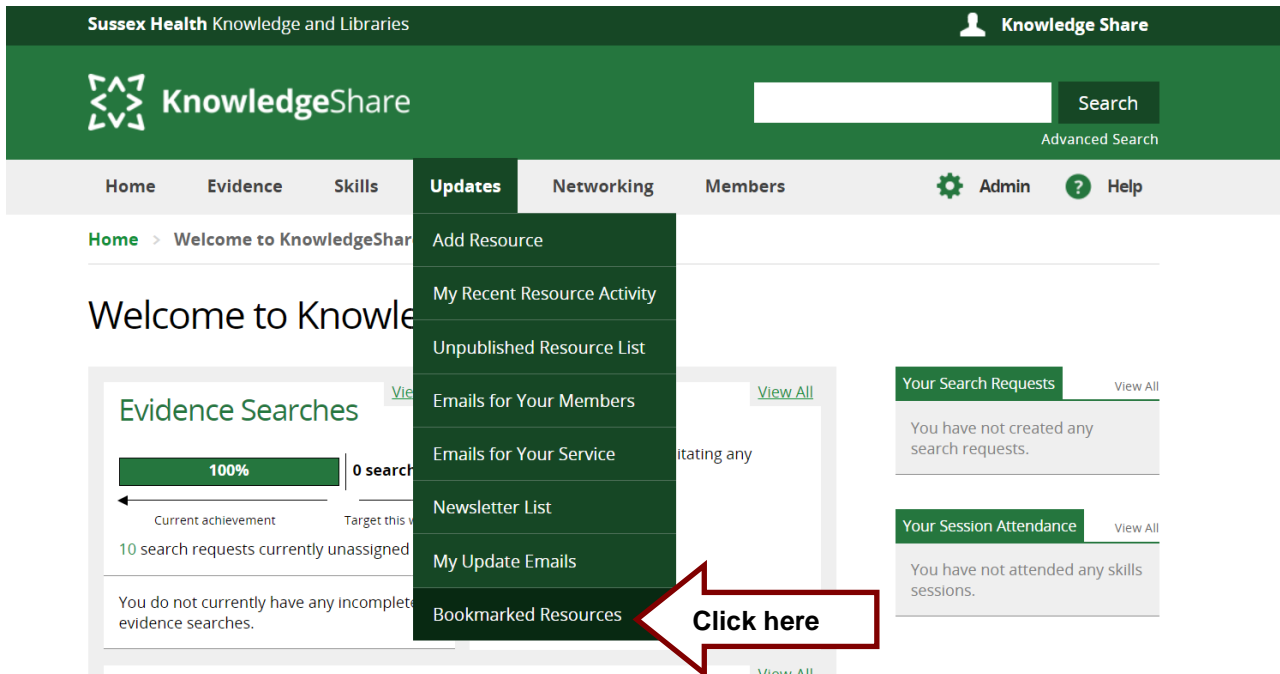
- Check the box in the 'Delete' column next to individual bookmarks or check the **Select all** box at the bottom of the list.
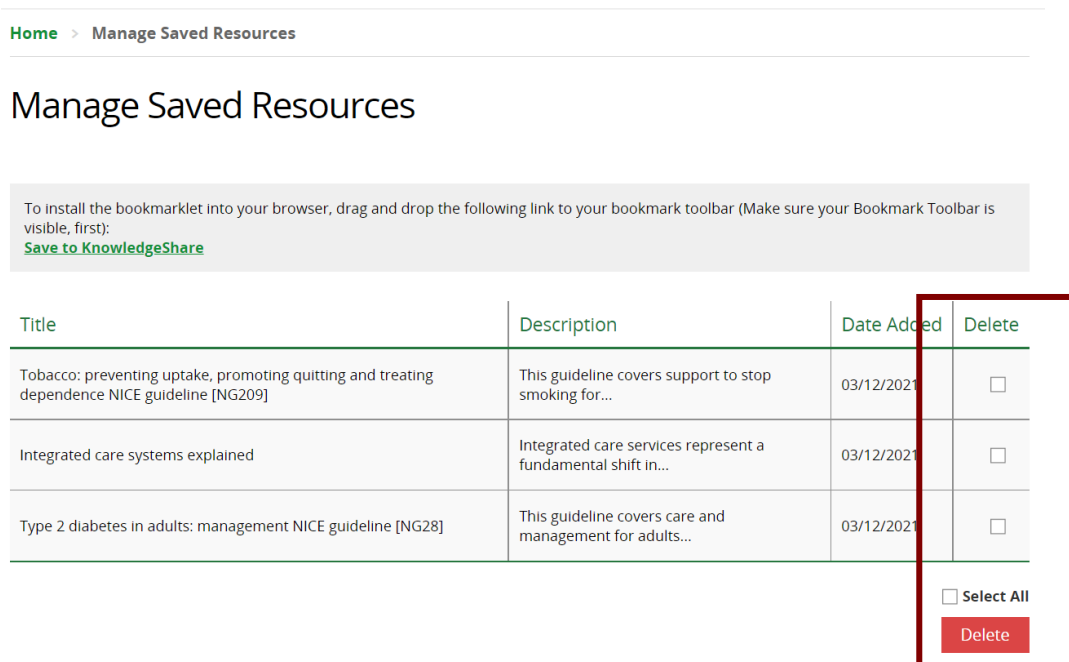
- Click **Delete**

3.4 Adding categories for a Resource

What is a category?

Categories are terms used collectively to describe the content of a resource, or a Members interests.

The categories are a controlled list of terms structured as a thesaurus. Broader parent terms have narrow child terms.

> Hospital Settings [*parent term*]
> > Emergency Department [*child term*]
> > Hospital Ward [*child term*]
> > Intensive Care Unit [*child term*]
> > Outpatient Department [*child term*]

- For a print list of the categories see Handbook Appendix 1: Categories

3.4.1 Selecting categories for a Resource

- Categories are selected from the list on the right and displayed in the boxes on the right.

Categories are selected from the expandable lists in the left column

Categories selected for the Resource are displayed in the right column

- Each box has categories about areas of interest:

| Age Groups	age group of the patients of interest

Conditions and Lifestyle Factors	clinical condition or risk factor of interest, for example diabetes or substance abuse
Professional Interests	non-clinical interests, for example leadership, commissioning or patient safety
Settings	the setting where the patient or population group of interests are treated
Staff Groups	the staff group who would be most interested or could make use of the resource

3.4.1.1 Be Specific

In each box, select the category most specific to the resource

If you select a parent term in the category thesaurus the system automatically selects all the child terms as well.

In the example below, if you select Community Settings ask yourself if the resource is relevant to all these settings?
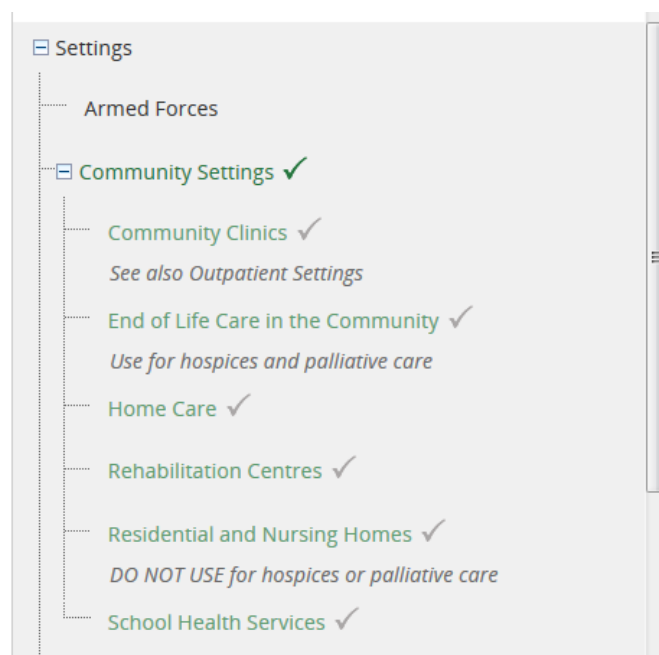
Resource Example 1. Using Narrow Child term
Helping people with schizophrenia to quit smoking, Evidence Based Mental Health. 2015 Feb;18(1):14-5

- This resource is about people with schizophrenia so only this narrow child term should be selected from under the broader parent term Mental Disorders.
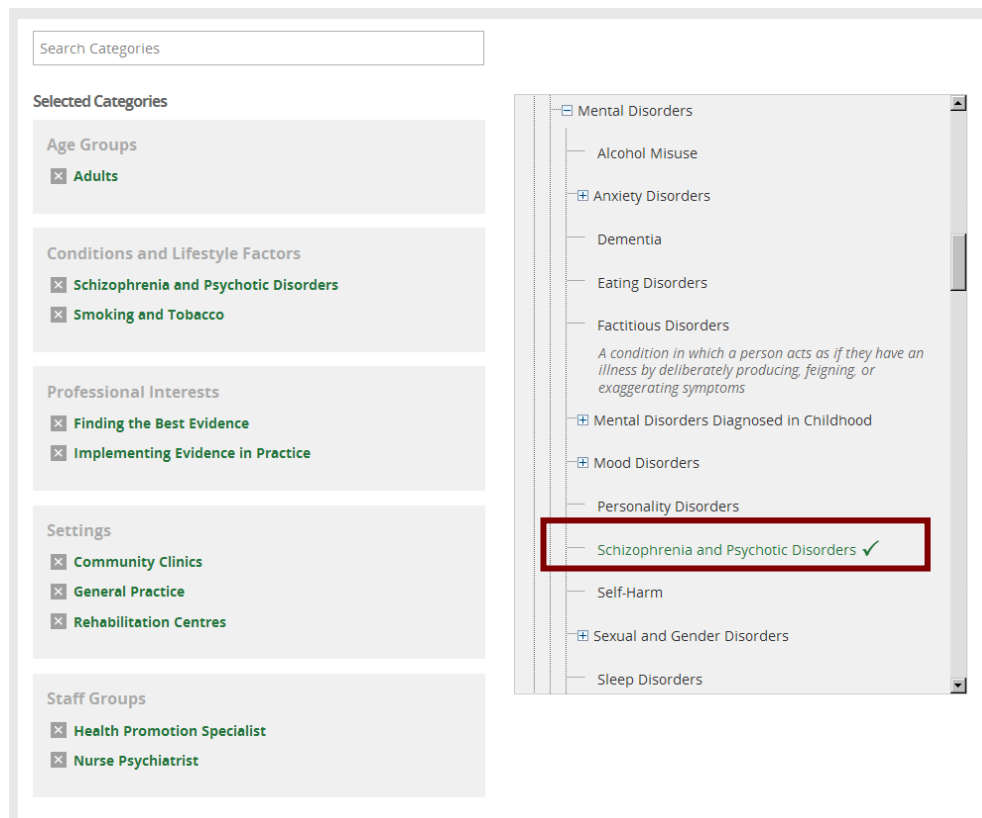
Resource Example 2. Using Broader Parent Term
New Mental Health Act code of practice, Department of Health (2015)

- This resource covers all aspects of mental health so selecting the broad parent term Mental Disorders, and as a consequence all the narrower child terms underneath, is appropriate

- Only select a broader parent category if the resource is relevant to ALL the narrow child categories
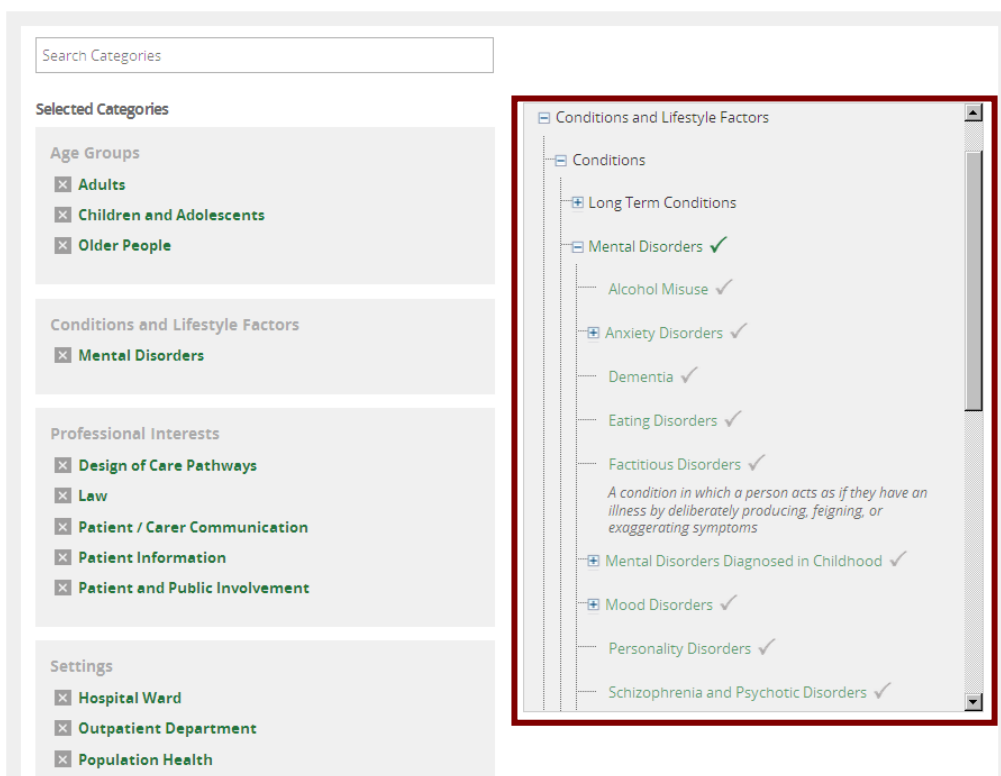
Resource Example 3. Don't leave Age Groups, Settings or Staff Groups "empty"
Effects of first-generation antipsychotics versus second-generation antipsychotics on quality of life in schizophrenia: a double-blind, randomised study, The Lancet Psychiatry. 2016;3(8): 717 - 729

- Leaving the Settings and Staff Group empty in fact selects ALL Settings and ALL Staff Groups. This may results in the resource being sent to Members when it is not a good match to their professional interests.
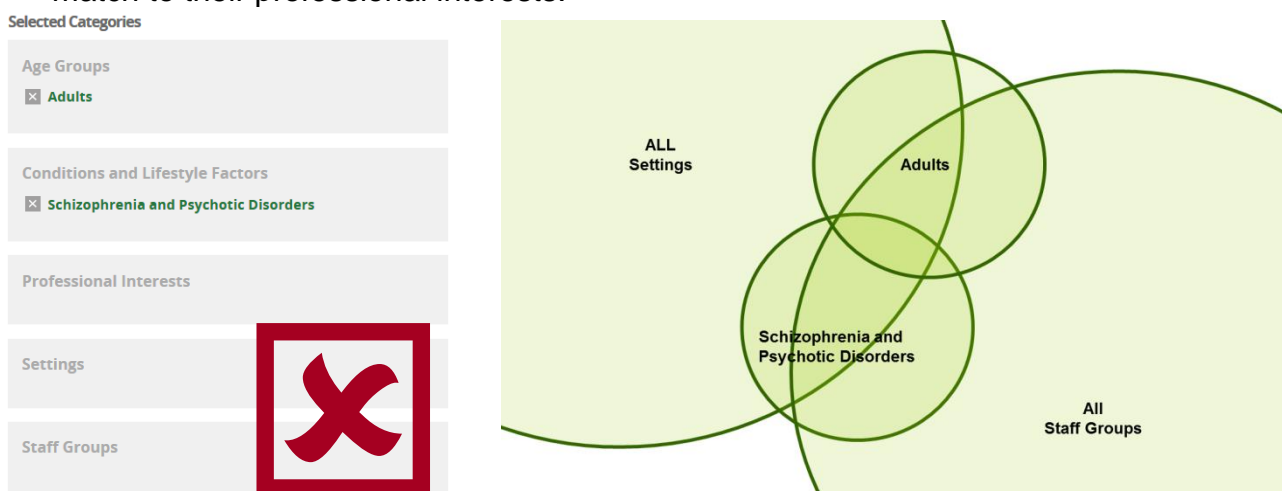
- To ensure resources goes to those staff who would benefit from a resource or would be able to make use of the information, select the appropriate roles and the setting where the patient or population group are being treated.

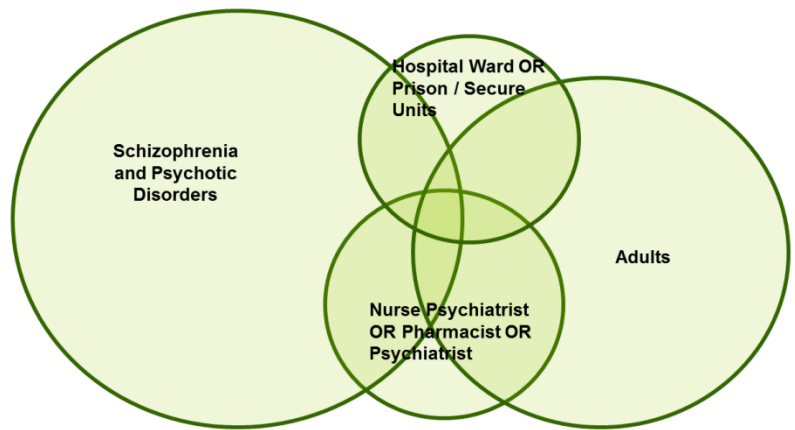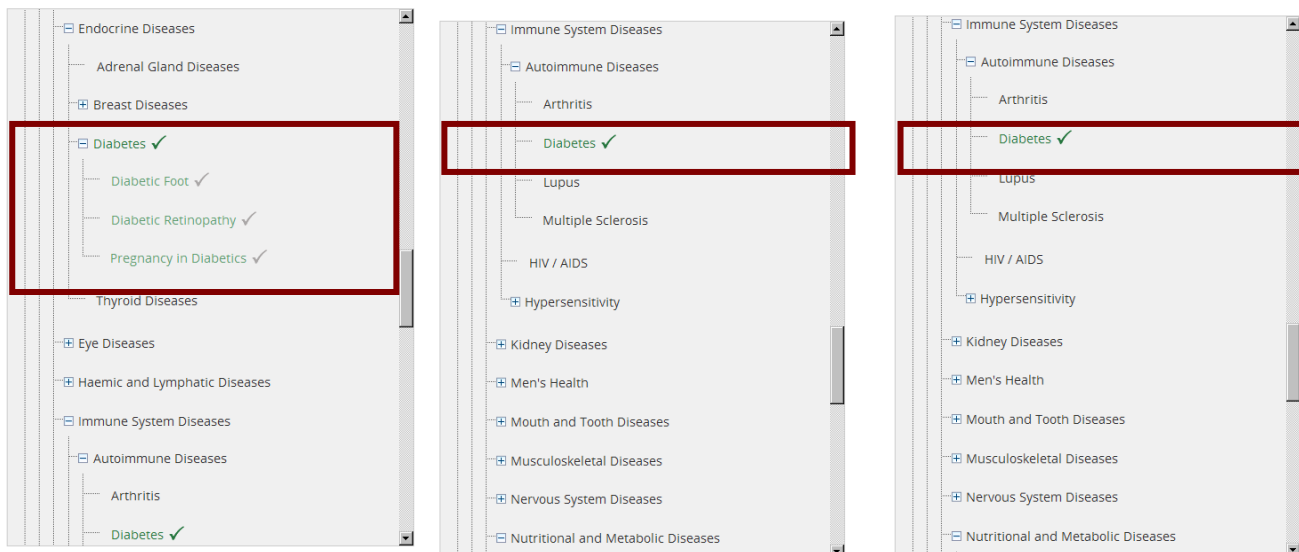### 3.4.1.2 Conditions and Lifestyle Factors and Professional Interests boxes can't both be empty

> **If the Conditions and Lifestyle Factors and Professional Interests boxes are both empty the resource would be about ALL Conditions and Lifestyle Factors and ALL professional interests!**

Categories restrict the resources selected, so even though the Conditions and Lifestyle Factors and Professional Interest boxes are empty, KnowledgeShare is in fact selecting ALL Conditions and Lifestyle Factors and ALL the Professional Interests for this resources. Only the Age Groups, Settings and Staff group would restrict which members would receive this resource.

3.4.1.3 Automatic selection of multiple instances of a Category

- When one instance of a category is selected all the other instances are automatically ticked.

And also selected:

- If a broad parent category is selected, other occurrences of its narrower child terms will not be selected

As broader parent category selected, only the child term 'diabetes' is also selected, not the other multiple occurrences
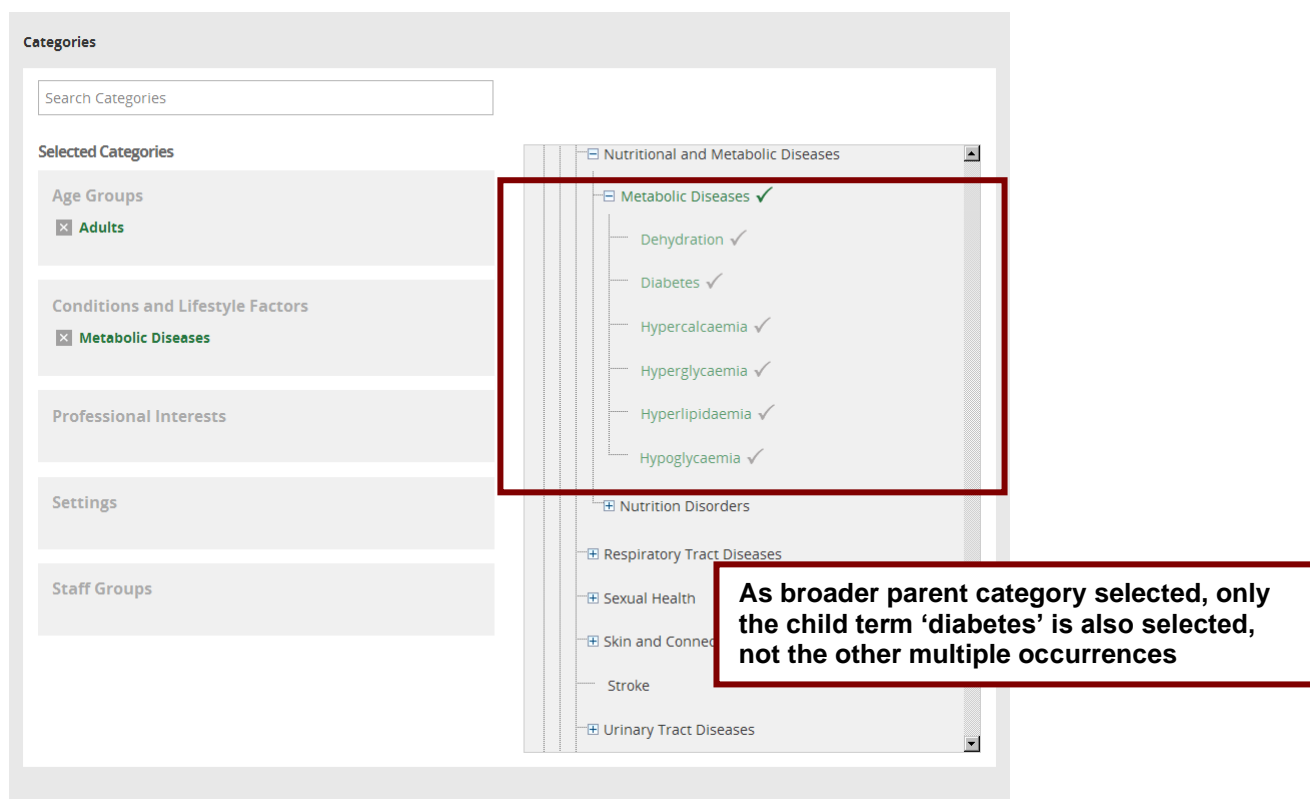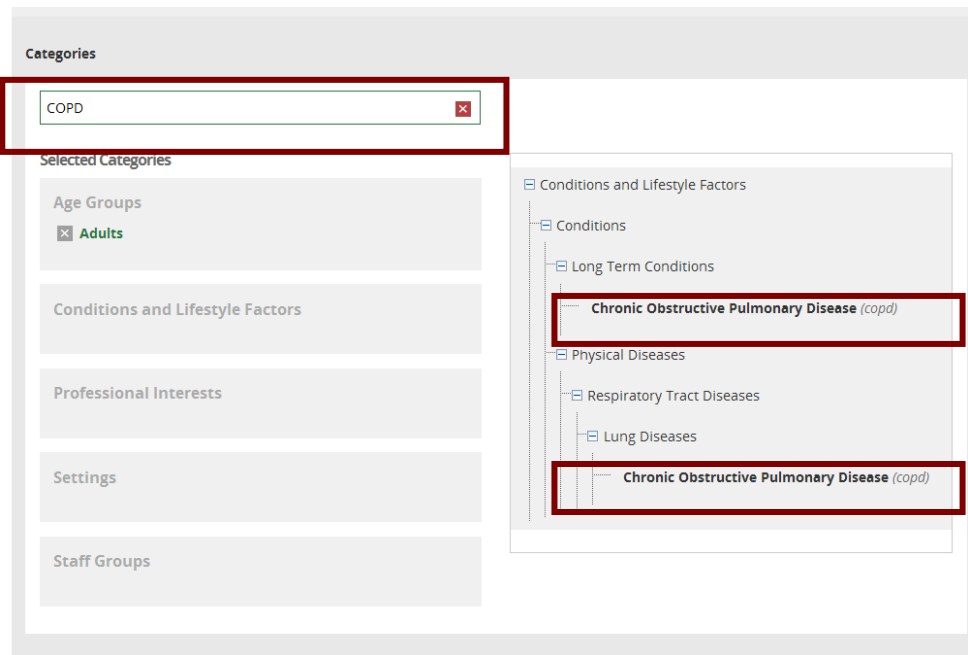
3.4.1.4 Searching for Categories
- Categories can be selected by using the Search Categories function at the top of right hand category list

- Enter a term in the Search Categories field and select the categories that match
- Where appropriate synonyms and acronyms are included in the system and can be retrieved by the search

3.4.1.5 How do Conditions and Lifestyle Factors and Professional Interest boxes combine?

Terms in the Conditions and Lifestyle Factors and Professional Interest boxes combine to ensure a member does not miss any resources on their chosen interests
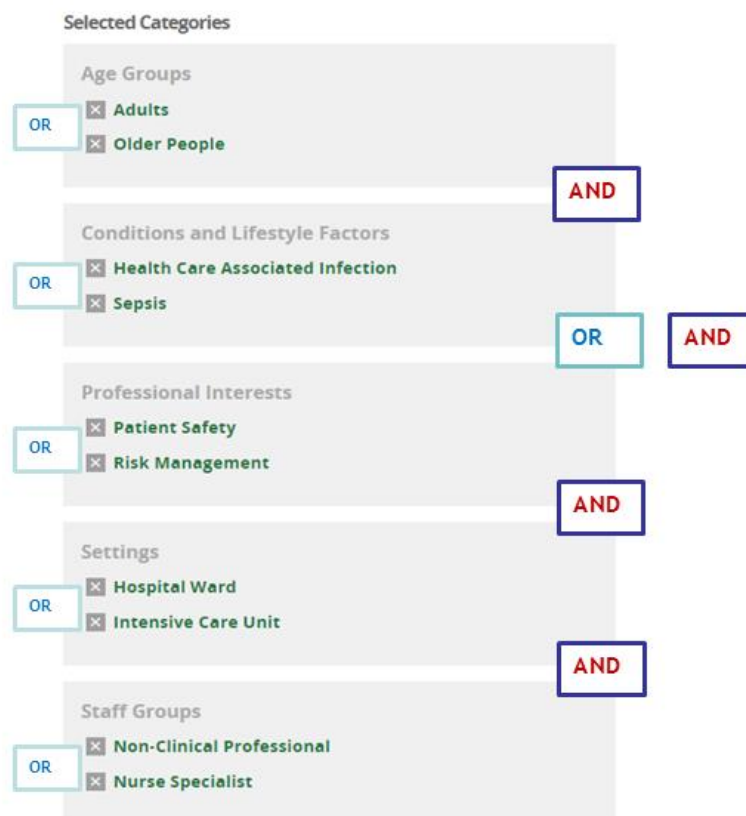
- If a Member is only interested in a Condition and Lifestyle Factors (e.g. Diabetes) then the Professional Interests box will be left empty of category terms. This member will only receive resources that matches a term in each box <u>and also</u> have an empty professional interest's box

- If a Member is only interested in a Professional Interest (e.g. Patient Safety) then the Conditions and Lifestyle box can be left empty of category terms. This member will only receive resources that matches a term in each box <u>and also</u> have an empty Conditions and Lifestyle box

- If a Member is interested in a Condition and Lifestyle Factors and a Professional Interest (e.g. Alcohol Misuse and Design of Care pathways) then terms can be added to both boxes. This member will only receive a resource that matches a term in Age Group, Staff Group and Settings box and:
  1. a term in both the Condition and Lifestyle Factors and a Professional Interest boxes
  2. a term in the Condition and Lifestyle Factors box but the Professional Interest
  3. a term in the Professional Interests box

3.4.2 Matching members

- After adding categories to a resource interest you will see listed, under the Matching members section, Members who would receive this resource.

- The list is limited to 15 members where matches are ordered by creation date of member record, with the most recent at the top.

- The list prioritises members from the same LKS that the librarian viewing the resource is from. If the number of matching members from that LKS is less than fifteen then it should draw members from other LKS teams.

- If the matched member is from the same LKS as the librarian viewing the resource then they are shown the members name, and on the line below the member job title, department and organisation. The members name is linked to their record and opens in a new tab.

- If the matched member is not from the same LKS as the librarian viewing the resource then their name is replace by (Member at another LKS) but the members job title, department and organisation is displayed

3.4.3 Save and Publish resources

A resource can be published after categorising or published via the Unpublished Resources box on the home page.

3.4.3.1 Publish individual resources

- After adding categories to a resource, select **Published** in the **Publish Resource** field and click **Save. T**he resource is matched against Member interests and added to their Evidence Update email
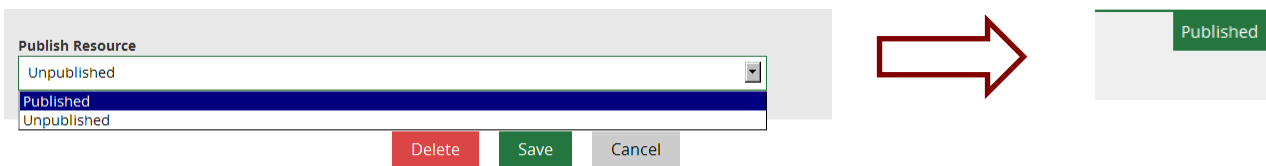
- After adding categories to a resource, if **Unpublished** is retained in the **Publish Resource** field and the record saved, the resource is not added to the members Evidence Update email.
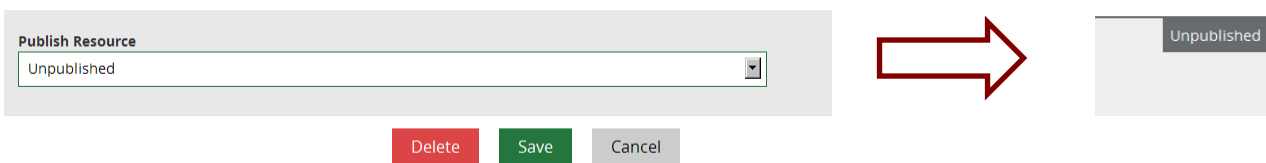
3.4.3.2 Publish using Unpublished Resources

- The **Unpublished Resources** box on the home page shows any unpublished journal articles or publications.

- Click on the link and check the boxes next to each article. This click **Publish**

3.4.4 Resource permissions

Publishers and journals can be assigned to a single LKS to add, and to individual LKS staff within that LKS.

This makes resource management easier and prevents duplication.

Why am I getting an error when I try to publish a resource?

If somebody else is assigned to the publisher or journal and you are not, you will be prevented from saving a resource as Published.

You can still save these resources as Unpublished.

3.5 Newsletters

What is a Newsletter?

A newsletter allows Resources to be added to a report using their categories. Selection criteria allow the resources to be listed under header titles.

Library Staff need the Librarians and LKS Administrators permission sets to be able to access the newsletter functionality

Newsletter will only be sent to those members who have the connecting question **Send me news and bulletins from my Library and Knowledge Service** checked in their privacy settings

The newsletter can be downloaded from KnowledgeShare and formatted

- Hold the cursor over **Updates** and then click **Newsletter List**
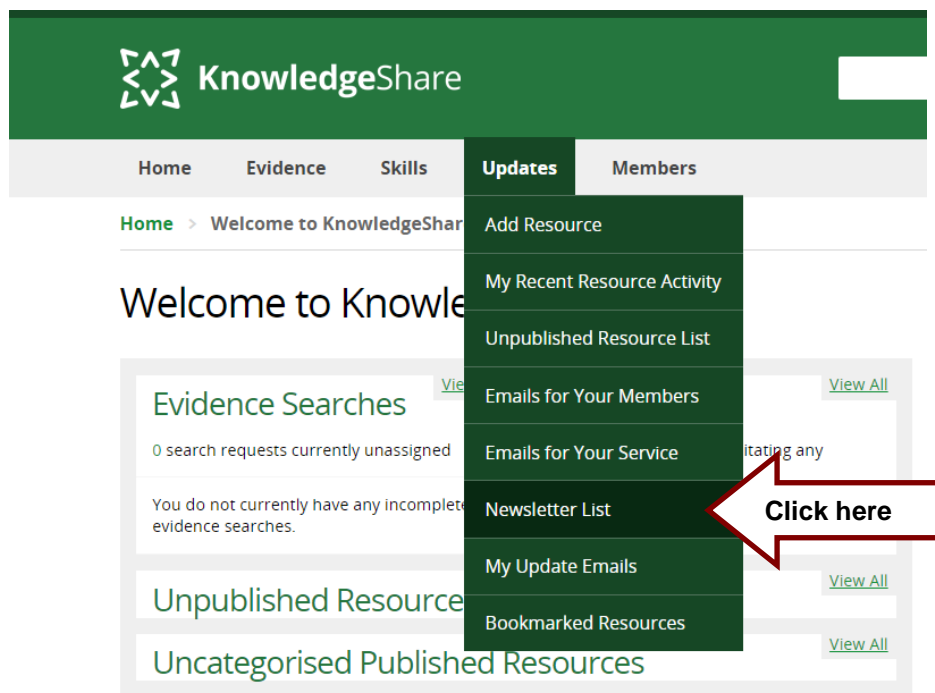
3.5.1 Start a new newsletter

There is a known bug with the Newsletter Function

The downloaded selection includes Organisational Level Resources, which may not match your selection criteria
Some LKS teams are adding resources for their own local population, using a geographical restriction. This prevents the resources from going into the evidence update emails for members outside their organisation and therefore the tendency is to categorise these resources very broadly. While the geographical restriction is applied in the update emails, it is not being applied in the newsletter workflow. So, everyone is seeing these broadly categorised resources when they come to create a newsletter.

Workaround: Deselect unwanted articles from the downloaded MS Word document

- Click **Start a new newsletter**

Home > **Newsletter List**

Newsletter List

Start a new Newsletter

Details
- Title
    - *Mandatory field*
    - Enter the title of the newsletter

- Description

Build Newsletter

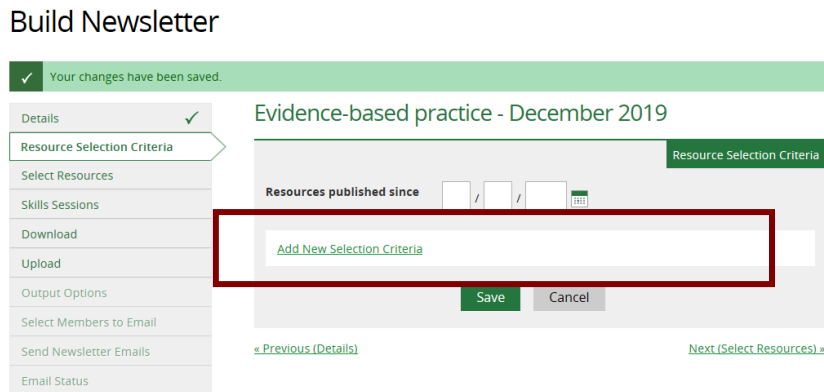| Details | | |
Resource Selection Criteria		
Select Resources	**Title**	Evidence-based practice - May 2014
Skills Sessions		
Download	**Description**	Evidence-based practice resources for the acute environment.
Upload		
Output Options		
Select Members to Email		
Send Newsletter Emails		
Email Status		

Save   Cancel

Next (Resource Selection Criteria) »

- Click **Save**

3.5.2 Resource Selection Criteria

- Click **Add New Selection Criteria**

Build Newsletter

✓ Your changes have been saved.	

|	Evidence-based practice - December 2019
Details ✓	
Resource Selection Criteria	Resource Selection Criteria
Select Resources	**Resources published since** ___ / ___ / ___ 🗓
Skills Sessions	
Download	
Upload	Add New Selection Criteria
Output Options	
Select Members to Email	Save Cancel
Send Newsletter Emails	
Email Status	« Previous (Details) Next (Select Resources) »

- Enter the title of this section in **Name**. This will appear as a header in the newsletter.

Home > Evidence-based practice - December 2019 > Edit Resource Selection Criteria

Edit Resource Selection Criteria

Name	Implementing evider ✕
	Save
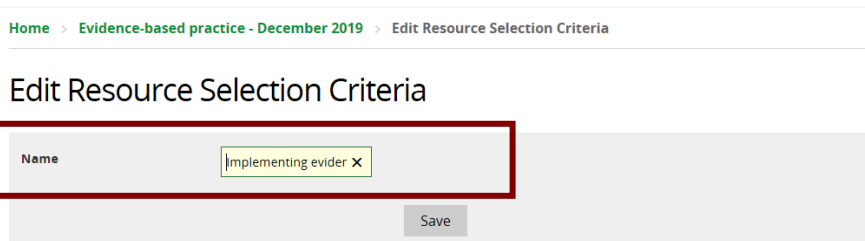
- **Selected Evidence Levels** as a default setting has all evidence levels selected. The Selected Evidence Levels function provides the opportunity to choose the type of evidence selected for the newsletter. If a criteria topic is broad by focusing on higher evidence levels this would increase the quality of the newsletter.

Home > Evidence-based practice - December 2019 > Edit Resource Selection Criteria

Edit Resource Selection Criteria

Name	Implementing evider ✕
	Save

Selected Evidence Levels

Award	✓	News	✓	Report	✓
Book	✓	Opinion	✓	Research Fund	✓
Evidence-Based Summary	✓	Original Research	✓	Statistics	✓
Guideline	✓	Patient & Public Information	✓	Systematic Review / Meta-Analysis	✓
Legal Cases	✓	Professional Development	✓	Toolkit	✓

- Click on a category or categories to pick resources to populate this section. Unlike Members or Resources a single category can be used.
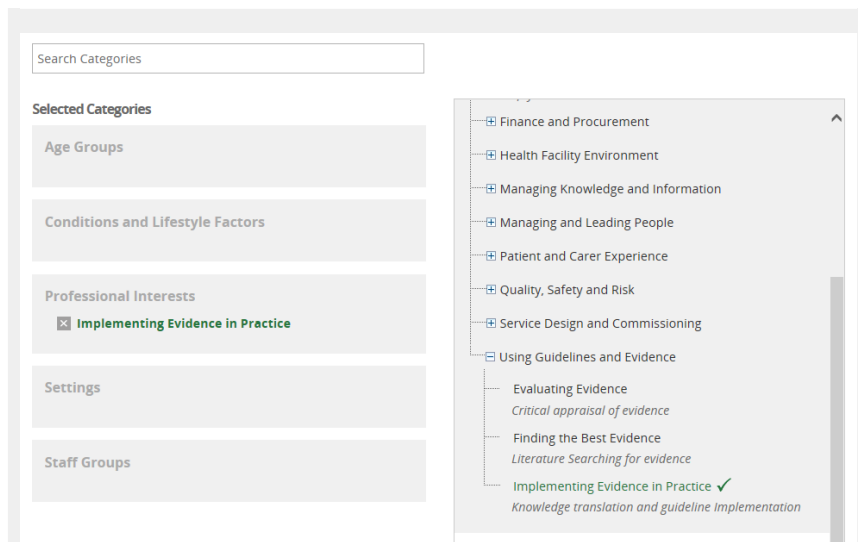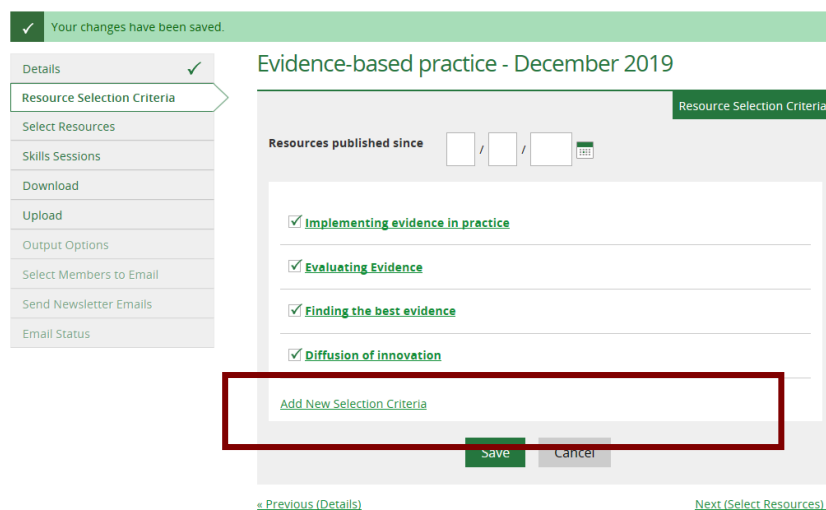
- **Some sample resources matching your selection:** displays the selection of content of the section.

- Click **Save** when satisfied categorises are selecting resources you want.

- Repeat the **Add New Selection Criteria** process to add further sections to the newsletter.

- Click on the calendar icon or enter a date in **Resource published since** to limit the resources in the newsletter by date published on KnowledgeShare

- Click **Save**

3.5.3 Select Resources

- All resources have been automatically selected. Deselect any articles you do not wish to have in each section by unchecking the appropriate boxes

3.5.4 Skills Sessions

- When the Skill module is added to the system sessions will be able to be included in the newsletter

Build Newsletter

- Click **Save**

3.5.5 Download

- Click **Download in Word Doc** and format according to LKS branding.

3.5.6 Upload

- Click **Browse** and select the reformatted newsletter, then click **Upload**.

3.5.7 Output Options

3.5.7.1 Send Email to Members
- Check the box next to **Send Email to Members** then click **Save**

Build Newsletter
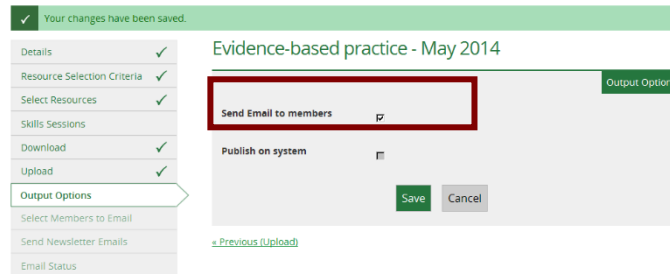
3.5.7.1 Publish on system
- Checking the **Publish on system** allows the newsletter to be display on the KnowledgeShare public information page for you library

3.5.8 Select Members to Email

Newsletter will only be sent to those members who have the connecting question **Send me news and bulletins from my Library and Knowledge Service** checked in their privacy settings

- Use the options of Organisation and Job Roles or Professional Interests to select Members to receive the newsletter

- An Organisation can be expanded to select the departments within it.

Why haven't I received the newsletter I've sent via KnowledgeShare?

Library staff don't receive the newsletter they, or their library colleagues, have sent as their record doesn't include the Job Roles:

Whereas Member records do include this field:

3.5.9 Send Newsletter Emails

- Enter the subject of email and compose the message for the body of the email

- The following codes can be used in the Email Body field:
    - {{RecipientName}} – The First and Last Name of the Member e.g. Elaine Watson
    - {{RecipientSalutation}} - The information in the salutation field of the Member e.g. Elaine
    - {{Newsletter Title}} - The Title used in the Details section of the Newsletter construction e.g. Evidence-based practice

- Click **Send**

> **Who does the Member receive the newsletter from?**
>
> The member of staff who is logged in and clicks send will be the person the newsletter appears to be sent by. This will override the members Assigned Librarian, if they have one

3.5.10 Email Templates for Newsletters

> **What is an email template?**
>
> When KnowledgeShare system sends out emails to members, the body of the email is based on a template. The different types of email have different templates.

As the emails appear to come from library staff you can edit the templates to make the emails more personal.

3.5.10.1 Manage your personal email templates

There are three levels of email template
- **System Level Template**: This template can only be edited by the System Administrator
- **LKS Level Template**: This overides any System Level version of this template. The template can be edited by LKS Administrators in a library service
- **Personal Level Template**: This overides any LKS Level and System Level version of this template. The template can only be edited by the library member of staff

3.5.10.2 Add a personal level email template

- Hold the cursor over your name in the top right of the screen and click **My Email Templates**
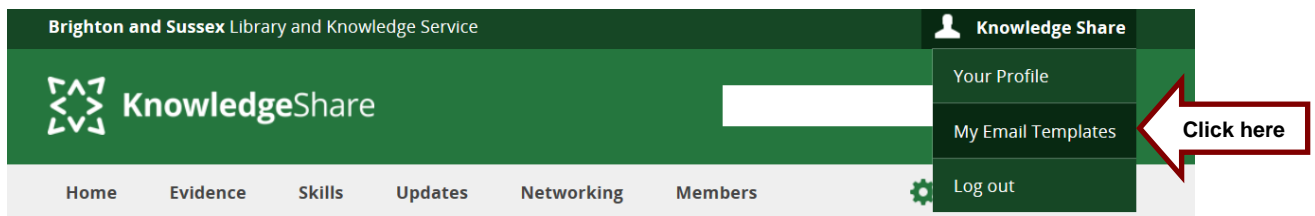
- Click **Add new template**

- From Email Type drop down list select
  - For Newsletters: **Newsletter**

- In the Subject add Newsletter title

- Paste in the Body of the email the appropriate text
    - Example Personal Template for Newsletters. Replace text in italics with your own details.
    - Keep code {{RecipientSalutation}}
    - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature:"Please email me back if you would like to change your communication preferences or stop receiving these emails"

Personal Level Template: Newsletter
Subject Line: *Newsletter Title*

Dear {{RecipientSalutation}}

Please find attached the {{NewsletterTitle}} newsletter. This goes out bi-monthly to all our KnowledgeShare members to help you keep up with general healthcare matters by providing you with all the latest guidelines, websites, local training courses on clinical effectiveness and research support and journal articles on health management issues in one place.

Insert brief details of key items and any up and coming library training

If you would like more detailed information, or need help with finding research evidence, please don't hesitate to contact me.

Best regards,

Your name

{{SenderName}}
Your usual email signature

Please email me back if you would like to change your communication preferences or stop receiving these emails

- Click **Save**

3.5.10.3 Edit a personal level email template

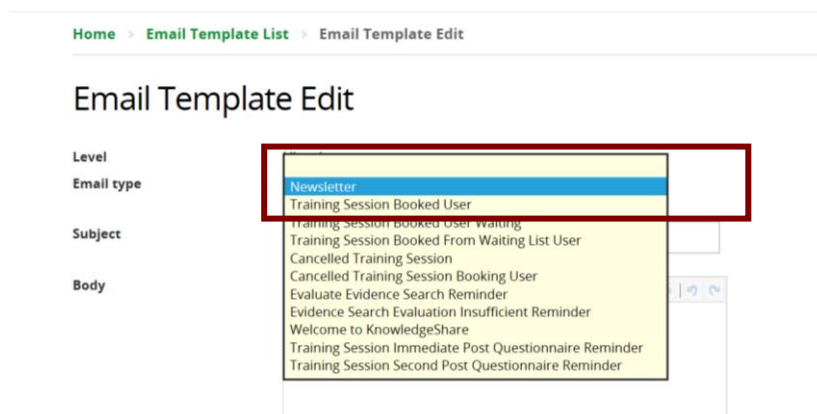- Hold the cursor over your name in the top right of the screen and click **My Email Templates**
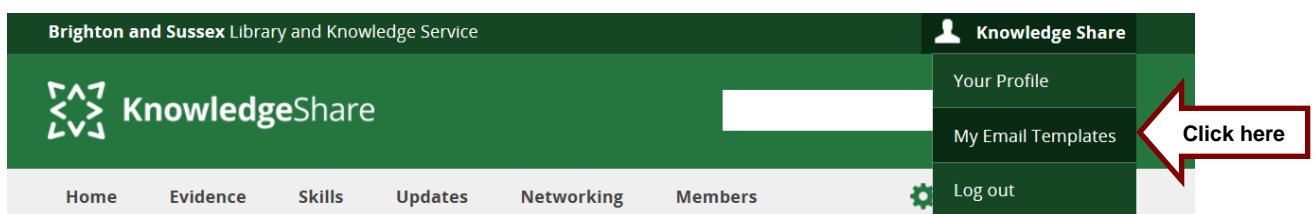
- Click **Newsletter**

My Email Templates
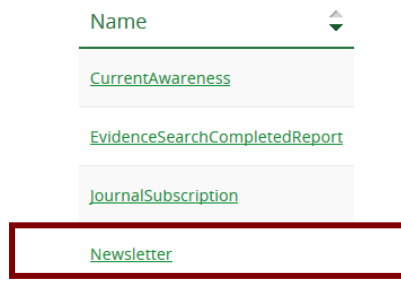
Add new template

- Edit the template as appropriate
  - Keep code {{RecipientSalutation}}
  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature: "Please email me back if you would like to change your communication preferences or stop receiving these emails"

3.5.11 Emails Status

- The emails addresses of the Member who the newsletter has been successfully send to will be displayed.

3.5.12 Copy a newsletter

Newsletters are a manual function and are not automatically updated or sent out. To update the selection of resources in a newsletter copy it. The most common reason to copy a newsletter is to update the resources published date in order to select more recent resources.

- Hold the cursor over **Updates** and then click **Newsletter List**

- Click **Copy** under Actions for newsletter you wish to update

Newsletter List

Start a new Newsletter

Newsletter Title ⇕	Sent Out On ⇕	Status ⇕	Actions ⇕
Evidence-based practice - May 2014			Copy Delete

- Click on the newsletter edition with the suffix [Copy] to edit

Evidence-based practice - May 2014			Copy Delete
Evidence-based practice - May 2014 [Copy]		Resource Selection	Copy Delete

Click **Details** to edit the title of the newsletter

- **Resources published since** will automatically be populated with the date the 'parent' newsletter was sent

3.5.13 Deleting a newsletter

- Hold the cursor over **Updates** and then click **Newsletter List**

- Click **Delete** under Actions for the newsletter you wish to delete

Newsletter List

Start a new Newsletter

Newsletter Title ⇕	Sent Out On ⇕	Status ⇕	Actions ⇕
Evidence-based practice - May 2014			Copy Delete

3.6 Journal Table of Content (TOC) Alerts

Journal Alerts allow table of contents (TOCs) for selected journals from the KnowledgeShare journal list to be emailed to members from an Assigned Librarian.

The journal alerts are generated from journal issues listed in PubMed. Articles that are marked [Epub ahead of print] are not uploaded to the system. Additional journals can be added to the list if the most recent complete issues are on PubMed. Some journals are not listed in PubMed and therefore cannot be set up as a TOC on KnowledgeShare.

When will the TOCs be sent?

Most TOC emails will be sent on the first weekend after the end of the month in which the articles they contain were published, i.e. if an article was published in June it will be sent out on the first weekend in July. This may cause a short delay but it is needed in order to group all of the articles from a single issue together

July 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Journals that are added by hand are sent on the first weekend after they are added. The number of journals added by hand is small.

Will members receive one email each month listing all their requested TOCs?
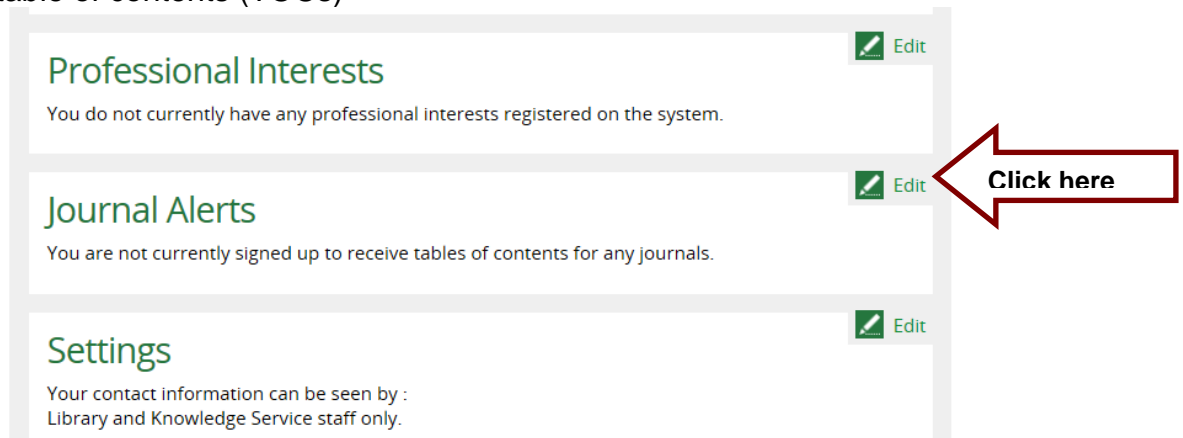
A single email was thought this would be preferable to having multiple emails come through, each with a different journal. Early feedback is that having all journals listed in a single email once a month is too much content in a single email. Based on the feedback on-going development will look at splitting each title into a separate email but the present set up shouldn't be a barrier to using the system.

Why has a TOC email been sent with only a single article?

Occasionally an email will come through with just a single article in it. This usually happens when PubMed adds an article after the month of its publication, i.e. an article published in June isn't added to PubMed until July. When this happens, the single article will be sent out by itself shortly after it's been added.

3.6.1 Add Journal TOC Alerts for a Member from the listed journals

- On the Member profile page click on **Edit** on the Journal Alerts section to add selected journal table of contents (TOCs)

- To select journals, click in the **Subscribe to journal** field

- Available journals are listed alphabetically

- If the requested journal is listed, click on the journal title in green text

- Click **Add To List** to add this journal to the list of TOCs that will be emailed to the member

- The TOCs for journals listed under My Journals will be emailed to the member

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal		Add To List
Assigned librarian		Update

My Journals

BMJ Quality & Safety	☒
BMC Health Services Research	☒
BMJ Simulation & Technology Enhanced Learning	☒

3.6.1.1 Assigned Librarian

> What is an Assigned Librarian?
>
> The Assigned Librarian is the member of library staff a Member appears to receive current awareness and/or TOC emails from.

- Assigned Librarian
  - Members do not see this option when self-registering or self-selecting TOCs
  - A Member cannot receive TOC emails unless they have an Assigned Librarian

- If the member does not have an existing Assigned Librarian one needs to be selected to send the TOC

- To select an Assigned Librarian click in the **Assigned librarian** field

- Click on the name of the appropriate Assigned Librarian in green text

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal		Add To List
Assigned librarian		Update

My Journals

Helen Barrett
Cecilia Bethencourt
Igor Brbre
David Breeze
Kevin Burgoyne
Matt Day
Amy Dunn
AnneMarie Frank

	afety	☒
	rvices Research	☒
BMJ Simulation & Technology Enhanced Learning		☒

- Click **Update** to add the Assigned Librarian

- Click OK for pop up message **Assigned Librarian has been changed**
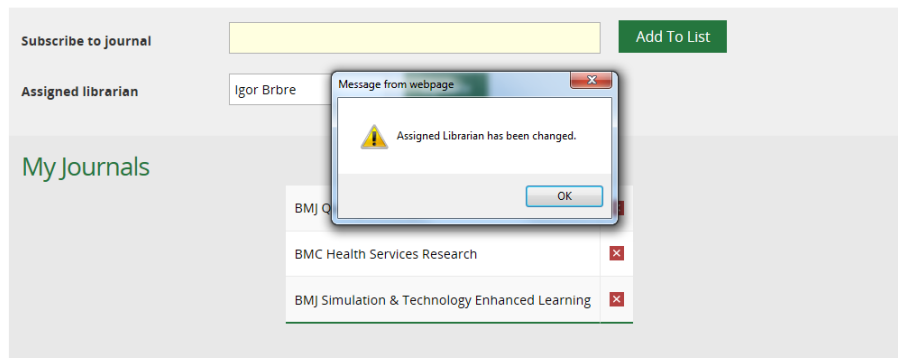
3.6.2 Email Templates for Journal TOC Alerts

What is an email template?

When KnowledgeShare system sends out emails to members, the body of the email is based on a template. The different types of email have different templates.

As the emails appear to come from library staff you can edit the templates to make the emails more personal.

3.6.2.1 Manage your personal email templates

There are three levels of email template
- **System Level Template**: This template can only be edited by the System Administrator
- **LKS Level Template**: This overides any System Level version of this template. The template can be edited by LKS Administrators in a library service
- **Personal Level Template**: This overides any LKS Level and System Level version of this template. The template can only be edited by the library member of staff

3.6.2.2 Add a personal level email template

- Hold the cursor over your name in the top right of the screen and click **My Email Templates**
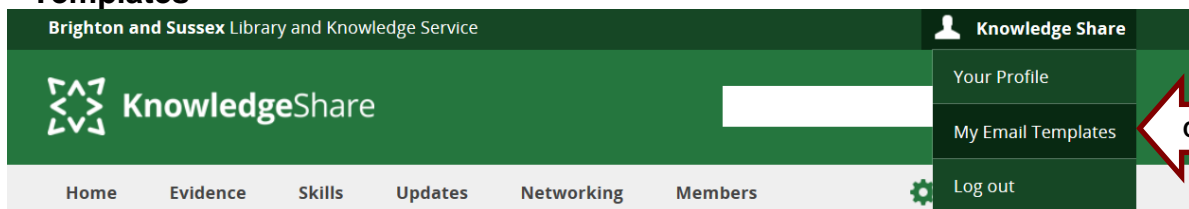
- Click **Add new template**

My email templates

Add New Template
No Templates to display

- From Email Type drop down list select
  - For Journal TOC Alerts: **Journal Subscription**

Home > Email Template List > Email Template Edit

Email Template Edit

Level

Email type
| Journal Subscription |
| Newsletter |
Training Session Booked User
Training Session Booked User Waiting
Training Session Booked From Waiting List User
Cancelled Training Session
Cancelled Training Session Booking User
Evaluate Evidence Search Reminder
Evidence Search Evaluation Insufficient Reminder
Welcome to KnowledgeShare
Training Session Immediate Post Questionnaire Reminder
Training Session Second Post Questionnaire Reminder

Subject

Body

- In the Subject add
  - Journal Table of Contents (TOC) from KnowledgeShare

- Paste in the Body of the email the appropriate text
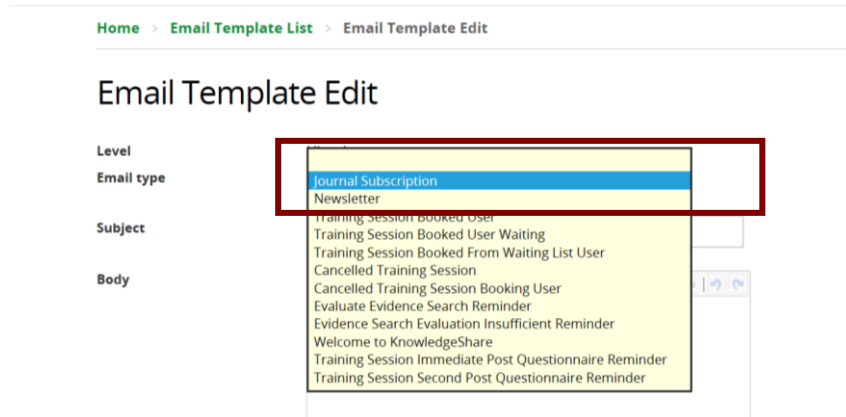 - Example Personal Template for Journal TOC Alerts. Replace text in italics with your own details.
  - Keep code {{RecipientSalutation}} and {{JournalSubscriptionContent}}
  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature:"Please email me back if you would like to change your communication preferences or stop receiving these emails"

  Personal Level Template: Journal Subscription
  Subject Line: Journal Table of Contents (TOC) from KnowledgeShare

  Dear {{RecipientSalutation}}

  You have requested to receive Table of Contents (TOC) of the journals below.
  Please do let me know if you wish to change these journals or add more to the list.

  {{JournalSubscriptionContent}}

  If you need help getting hold of the full text of article listed below, then please email me back.
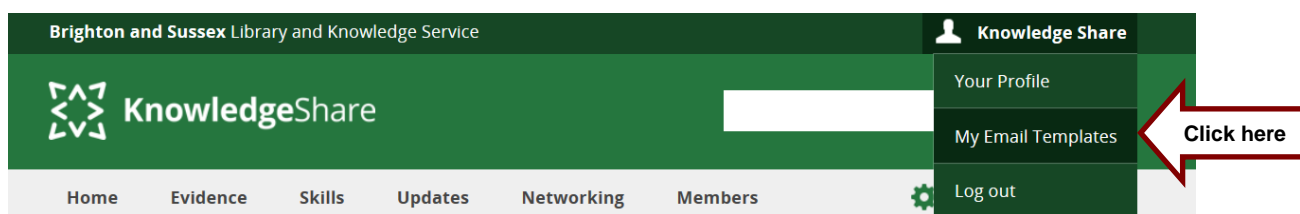
  Best regards,

  Your name

  {{SenderName}}
  Your usual email signature

Please email me back if you would like to change your communication preferences or stop receiving these emails*

- Click **Save**

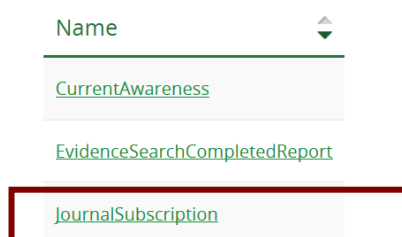### 3.6.2.3 Edit a personal level email template

- Hold the cursor over your name in the top right of the screen and click **My Email Templates**

- Click **JournalSubscription**

- Edit the template as appropriate
  - Keep code {{RecipientSalutation}} and {{JournalSubscriptionContent}}
  - As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature:"Please email me back if you would like to change your communication preferences or stop receiving these emails"

3.6.3 Delete Journal TOC Alerts for a Member

- On the Member profile page click on **Edit** on the Journal Alerts section to delete selected journal table of contents (TOCs)

- Click on the red cross to the right of the journal you want to delete from the list
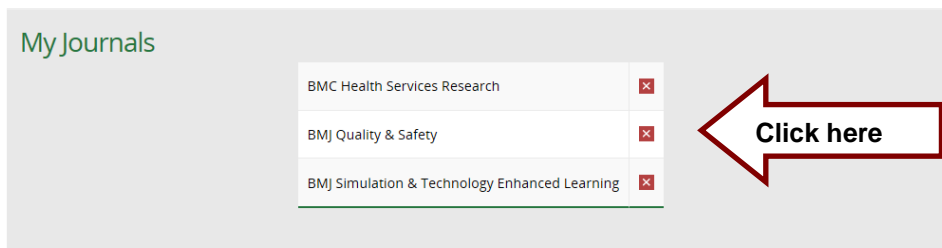
3.6.4 Add Journal TOC Alerts for a Member where the journal is not listed

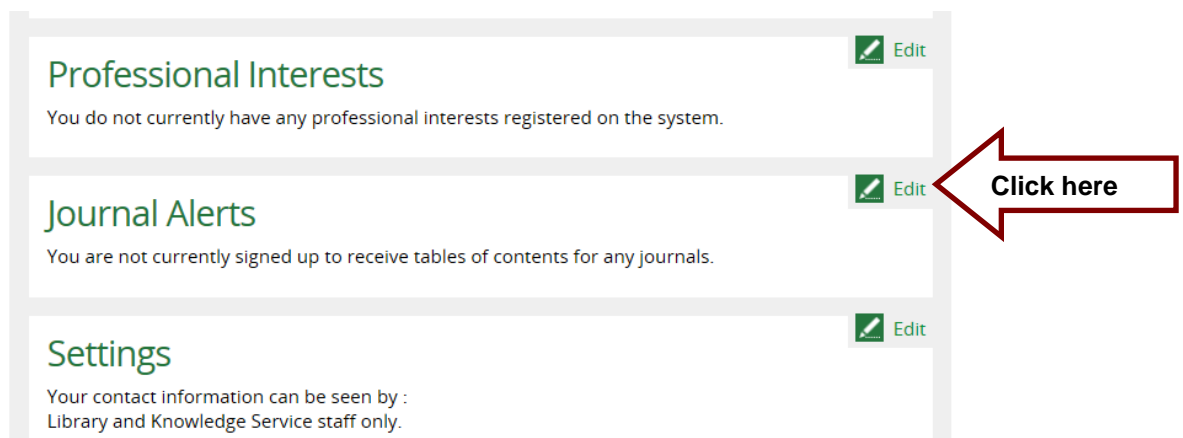- On the Member profile page, click on **Edit** on the Journal Alerts section to add selected journal table of contents (TOCs)

- To select journals click in the **Subscribe to journal** field, scroll through the listed journals to find the journal or start to type the journal title

- If you type in the journal title and click **Add to List**, if the journal is not listed the error message "Please select a journal from the list or contact your library and knowledge service to request a journal is added" will appear

- Available journals are also listed on the 'Available TOC' tab of the Journal Table of Contents (TOCs) spread sheet.

- If the requested journal is not listed then check if the title is available on PubMed:

  - Go to https://www.ncbi.nlm.nih.gov/nlmcatalog/advanced

  - Select the field=Journal and search for the journal name

    o   Look to see if the journal is 'Currently indexed for MEDLINE'

This journal is currently indexed for MEDLINE and can be added to the TOC list

This journal is not currently indexed for MEDLINE and therefore cannot be added to the TOC list

o   When the journal is marked as current indexed on MEDLINE, then email bsuh.knowledgeshare@nhs.net to request this journal is added to the TOC journal list. You will be emailed back when it is added to the list.

o   When the journal list is marked as not currently indexed on MEDLINE, you will not be able to use KnowledgeShare to provide a TOC service on this journal

o   Journals previous found not currently indexed on MEDLINE are also listed on the 'Unavailable TOC' tab of the Journal Table of Contents (TOCs) spread sheet.

3.6.5 Members adding a Journal TOC Alerts

- Member navigates to their profile page by clicking **Your Profile**

Click here

- Member clicks on **Edit** on the Journal Alerts section to add or delete selected journals table of contents (TOCs)

Home > My Profile > Manage Journal Alerts

Manage Journal Alerts

Subscribe to journal   [   ]   Add To List

My Journals
No journals subscribed to
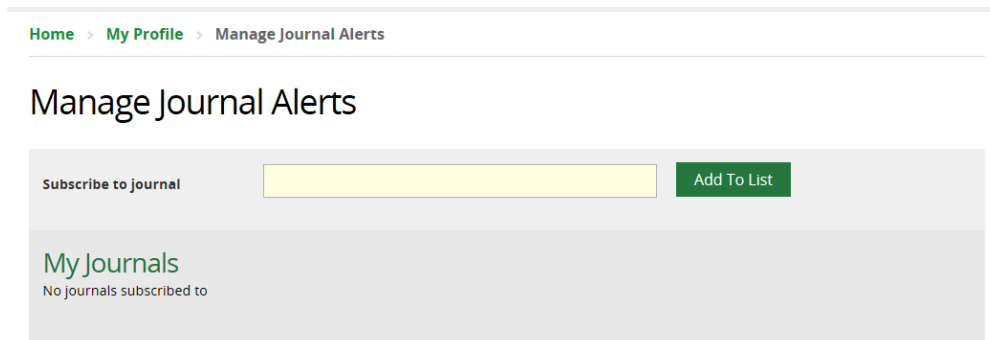
- Member clicks in the **Subscribe to journal** field, and scrolls through the listed journals to find the journal or starts to type the journal title

- Member clicks on **Add to List** to select a journal
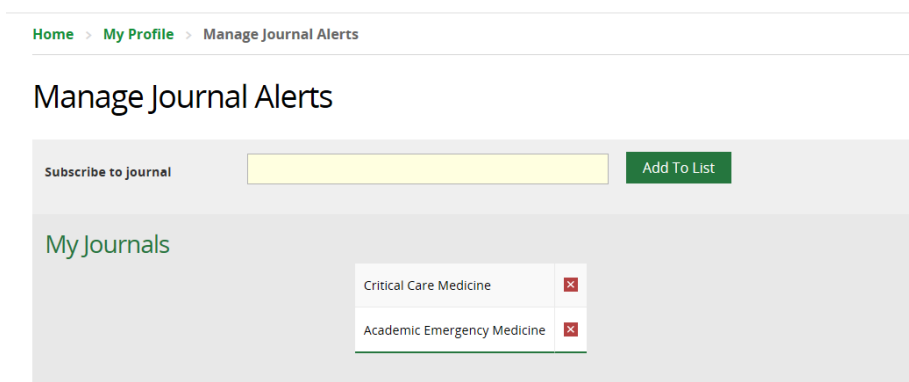
Home > My Profile > Manage Journal Alerts

Manage Journal Alerts

Subscribe to journal   [   ]   Add To List

My Journals

Critical Care Medicine   ☒

Academic Emergency Medicine   ☒

- If the journal is not listed, the error message "Please select a journal from the list or contact your library and knowledge service to request a journal is added" will appear

Home > My Profile > Manage Journal Alerts

Manage Journal Alerts

Subscribe to journal   [Minor Injury Clinics Today]   Add To List

Please select a journal from the list or contact your library and knowledge service to request a journal is added.

My Journals

Academic Emergency Medicine   ☒

Critical Care Medicine   ☒
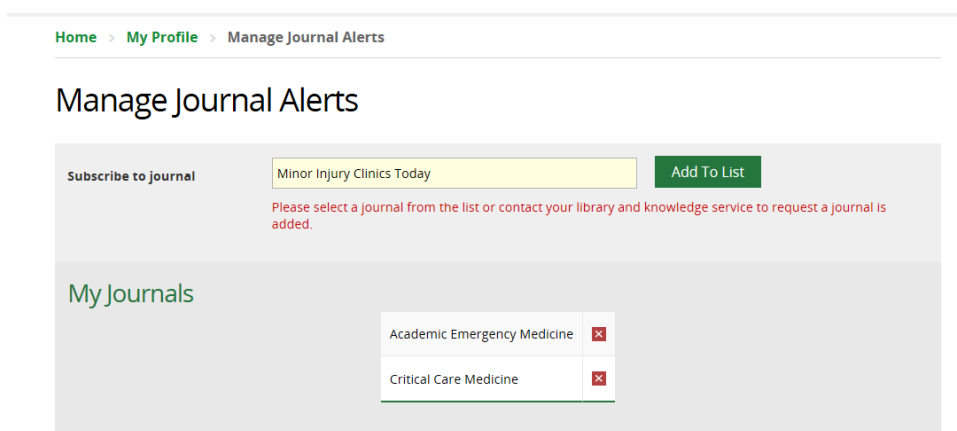
- To delete a journal table of contents (TOCs) the Member clicks on the red cross to the right of the journal they want to delete from the list

Manage Journal Alerts

Subscribe to journal		Add To List

My Journals

Critical Care Medicine ☒   **Click here**

Academic Emergency Medicine ☒
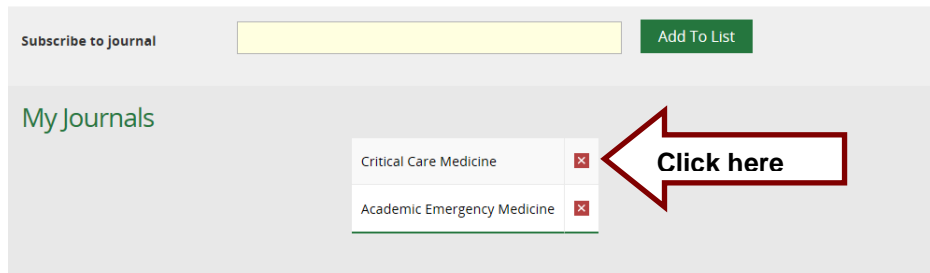
3.6.5.1 Email alert to Named LKS administrator that a Member Is missing an assigned librarian

- Assigned Librarian
  - Members do not see this option when self-registering or self-selecting TOCs
  - A Member cannot receive TOC emails unless they have an Assigned Librarian

- When a Member self-registers and adds journals to their Manage Journal Alerts page, an alert is sent to the Named LKS administrator to ensure an Assigned Librarian is added to the account.

> System Level Template: MemberWithJournalMissingAssignedLibrarian
> Subject Line: Member is missing an assigned librarian on KnowledgeShare
>
> Dear Ben
>
> Member Jamie Smith has just opted to receive journal table of contents (TOCs) but does not have an assigned librarian.
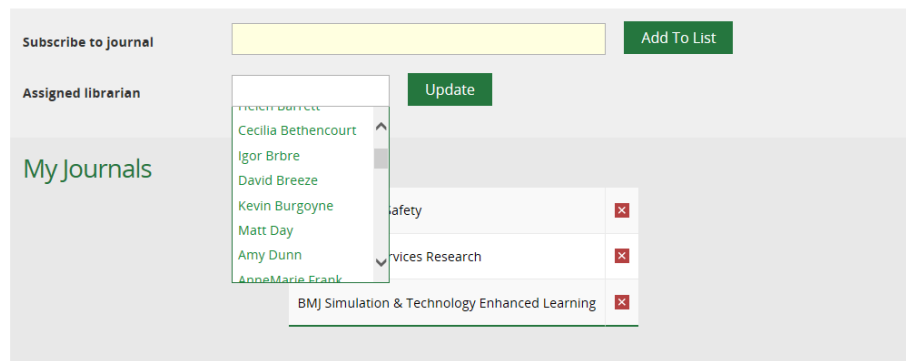>
> - ACTION: Please select a librarian for this member in order for them to receive journal table of contents emails.
>
> Best wishes,
> KnowledgeShare Administration
> ------------------------------ Sent out by KnowledgeShare-----------------------

- There are a number of actions that need to be taken by library staff after the email alert:

  1. The Member self-registration process does not including filling in the Job Group and Job Role fields so these fields need to be populated.
     - Click Edit next to the User Information selection
     - Appropriately populate the Job Group and Job Role fields

  2. On the Manage Journal Alerts page add an Assigned Librarian
     - Click on the name of the appropriate Assigned Librarian in green text

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal		Add To List
Assigned librarian		Update

Cecilia Bethencourt
Igor Brbre
David Breeze
Kevin Burgoyne
Matt Day
Amy Dunn
AnneMarie Frank

My Journals

afety ✖

rvices Research ✖

BMJ Simulation & Technology Enhanced Learning ✖

- Click **Update** to add the Assigned Librarian

- Click OK for pop up message **Assigned Librarian has been changed**

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal		Add To List
Assigned librarian	Igor Brbre	

My Journals

Message from webpage

⚠ Assigned Librarian has been changed.

OK

BMJ Q

BMC Health Services Research ✖

BMJ Simulation & Technology Enhanced Learning ✖