

CONTENTS

3.0 MEMBERS ADDING THEIR OWN PROFESSIONAL INTERESTS	4
3.0.1 Members adding their own Professional Interests after self-registering	4
3.0.1.1 Professional Interests page questions	
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?	
3.0.2 EXISTING MEMBERS ADDING OR EDITING THEIR OWN PROFESSIONAL INTERESTS	
3.0.2.1 Email alert to Assigned Librarian when one of their Members have edited their own Pro	
3.0.2.2 Email alert to Assigned Librarian when another library team member has edited the	12
Professional Interests of one of their Members	
3.1 ADDING CATEGORIES FOR A MEMBER	15
WHAT IS A CATEGORY?	
3.1.1 GO TO A MEMBERS PROFESSIONAL INTEREST	
3.1.1.1 Go to a Members Professional Interest page of a new member	
3.1.1.2 Go to the Professional Interest page of an existing member	15
3.1.2 PROFESSIONAL INTERESTS PAGE QUESTIONS	16
3.1.2.1 'Enter your interests here or use the categories below' field	16
3.2.2.2 Email alert to Assigned Librarian when one of their Members have edited their own Pro	
Interests	16
3.1.2.3 Email alert to Assigned Librarian when another library team member has edited the	17
Professional Interests of one of their Members	
3.1.2.5 Email alert to Assigned Librarian when one of their Members has edited their frequency	
selection	
3.1.2.6 I am happy for my professional interests to be seen by	
3.1.2.7 Assigned Librarian	
3.1.2.8 Email alert to Named LKS administrator that a Member Is missing an assigned librariar	
3.1.2.9 How did you find out about current awareness?	
3.1.2.10 Receive additional bulletins or news from my library and knowledge service	
3.1.3 SELECTED EVIDENCE LEVELS	
3.1.3.1 Evidence level descriptions	
3.1.3.2 Evidence levels in evidence update emails	
3.1.4 ADDING CATEGORIES TO THE PROFESSIONAL INTERESTS PAGE	
3.1.4.2 Conditions and Lifestyle Factors and Professional Interests boxes can't both be empty.	
3.1.4.3 Searching for Categories 3.1.4.4 Staff Groups can capture a members interests as well as their roles	
3.1.4.4 Start Groups can capture a members interests as well as their roles 3.1.4.5 How do Conditions and Lifestyle Factors and Professional Interest boxes combine?	
Member Example 1. Member is only interested in a Condition and Lifestyle Factor	
Member Example 2. Member is only interested a Professional Interests	
Member Example 3. Member is interested in both a Condition and Lifestyle Factor and a Profe	
Interest	
3.1.5 Additional Professional Interests	
3.1.5.1 Adding an Additional Professional Interests page	
3.1.5.2 Adding an Additional Professional Interests page when looking at topics specific to diffe	erent age
groups	
3.1.5.3 Adding an Additional Professional Interests page when looking at topics specific to diffe	
settings	
3.1.5.4 Adding an Additional Professional Interests page when looking at different aspects to the	
members role 3.1.5.5 Format of emails with Additional Professional Interests pages	
3.1.6 REVIEW RESOURCES SELECTED FOR MEMBERS	
3.1.7 VIEW UPDATE EMAILS SENT TO YOUR MEMBERS	

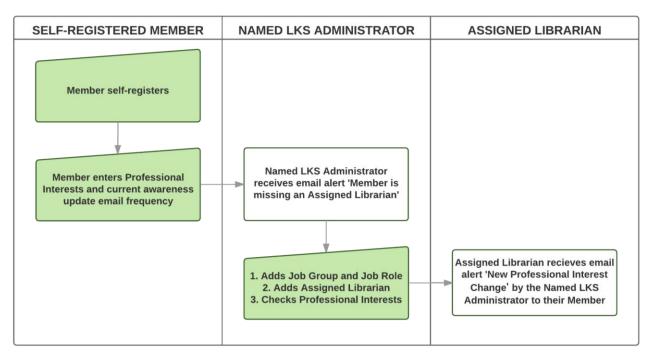
3.2 MEMBER UPDATE ADMINISTRATION	
3.2.1 Email Templates for Updates	
WHAT IS AN EMAIL TEMPLATE?	
3.2.1.1 Manage your personal email templates	
3.2.1.2 Add a personal level email template	
3.2.1.3 Edit a personal level email template	
3.2.1.4 Add LKS level email template	
3.2.1.5 Edit a LKS level email template	
3.2.2 VIEWING MEMBERS FOR WHOM YOU ARE THE ASSIGNED LIBRARIAN	
3.2.3 EMAILS PENDING	
3.2.3.1 Emails for your members	
3.2.3.2 Emails for your service	
How do I find the emails queuing for an individual member?	
3.2.4 UNASSIGN A MEMBER WHEN THEY LEAVE YOUR SERVICE	
KNOWLEDGESHARE INFORMATION GOVERNANCE AND PRIVACY POLICY	
3.2.4.1 Signs that a Member has left your organisation	
3.2.4.1 Signs that a Member has left your organisation	
3.3 ADDING A RESOURCE	
WHAT IS A RESOURCE?	64
3.3.1 Resource Types	
3.3.1.1 Title	
3.3.1.2 Description	
3.3.1.3 Geographical Availability	
3.3.1.4 Publisher	
3.3.1.5 URL	
3.3.1.6 Access Restriction	
3.3.1.7 No categorisation required:	
3.3.1.8 Journal	
3.3.1.9 Author	
3.3.1.10 Volume, Issue	
3.3.1.11 Year Published, Pages	
3.3.1.12 Save & Copy Journal Details	71
3.3.1.13 Shelf mark	71
3.3.1.14 Edition	
3.3.1.15 ISBN	
3.3.1.16 Location	
3.3.1.17 All day event?	
3.3.1.18 Start Date, Start Time, End Date End Time	
3.3.2 Resource Evidence Level	
3.3.2.1 Evidence level descriptions	
3.3.3 SAVE AND PUBLISH RESOURCES WITHOUT CATEGORIES.	
3.3.4 UNPUBLISHED RESOURCES	
What are Unpublished Resources?	
What are Uncategorised Published Resources?	
3.3.6 USING A BOOKMARKLET TO ADD A RESOURCE	
WHAT IS A BOOKMARKLET?	
3.3.6.1 Sites that can be used for bookmarking	
3.3.6.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar	
3.3.6.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox	
3.3.6.2.1 Adding Save to KnowledgeShare link to Explorer	
3.3.6.3 Using the Save to KnowledgeShare link to save a result	
3.3.6.4 Managing saved bookmarks	
3.4 ADDING CATEGORIES FOR A RESOURCE	
WHAT IS A CATEGORY?	88
3.4.1 SELECTING CATEGORIES FOR A RESOURCE	
3.4.1.1 Be Specific	
Resource Example 1. Using Narrow Child term	
Resource Example 2. Using Broader Parent Term	
All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust	2

Resource Example 3. Don't leave Age Groups, Settings or Staff Groups "empty"	
3.4.1.2 Conditions and Lifestyle Factors and Professional Interests boxes can't both be empty	
3.4.1.3 Automatic selection of multiple instances of a Category	
3.4.1.4 Searching for Categories	
3.4.1.5 How do Conditions and Lifestyle Factors and Professional Interest boxes combine?	
3.4.2 MATCHING MEMBERS	
3.5.3 Save and Publish resources	
3.5.3.1 Publish individual resources	
3.4.3.2 Publish using Unpublished Resources	
3.5 NEWSLETTERS	
WHAT IS A NEWSLETTER?	
3.5.1 START A NEW NEWSLETTER	
3.5.2 Resource Selection Criteria	
3.5.3 Select Resources	
3.5.4 Skills Sessions	
3.5.5 DOWNLOAD	
3.5.6 UPLOAD	
3.5.7 Output Options	
3.5.7.1 Send Email to Members	103
3.5.7.1 Publish on system	
3.5.8 SELECT MEMBERS TO EMAIL	104
Why haven't I received the newsletter I've sent via KnowledgeShare?	
3.5.9 Send Newsletter Emails	
WHO DOES THE MEMBER RECEIVE THE NEWSLETTER FROM?	106
3.5.10 Email Templates for Newsletters	106
WHAT IS AN EMAIL TEMPLATE?	
3.5.10.1 Manage your personal email templates	107
3.5.10.2 Add a personal level email template	
3.5.10.3 Edit a personal level email template	
3.5.11 Emails Status	
3.5.12 Copy a newsletter	
3.5.13 DELETING A NEWSLETTER	110
3.6 JOURNAL TABLE OF CONTENT (TOC) ALERTS	112
WHEN WILL THE TOCS BE SENT?	112
WILL MEMBERS RECEIVE ONE EMAIL EACH MONTH LISTING ALL THEIR REQUESTED TOCS?	112
WHY HAS A TOC EMAIL BEEN SENT WITH ONLY A SINGLE ARTICLE?	
3.6.1 ADD JOURNAL TOC ALERTS FOR A MEMBER FROM THE LISTED JOURNALS	113
3.6.1.1 Assigned Librarian	114
WHAT IS AN ASSIGNED LIBRARIAN?	
3.6.2 Email Templates for Journal TOC Alerts	115
WHAT IS AN EMAIL TEMPLATE?	115
3.6.2.1 Manage your personal email templates	115
3.6.2.2 Add a personal level email template	
3.6.2.3 Edit a personal level email template	117
3.6.3 DELETE JOURNAL TOC ALERTS FOR A MEMBER	
3.6.4 ADD JOURNAL TOC ALERTS FOR A MEMBER WHERE THE JOURNAL IS NOT LISTED	
3.6.5 MEMBERS ADDING A JOURNAL TOC ALERTS	
3.6.5.1 Email alert to Named LKS administrator that a Member Is missing an assigned librarian .	121

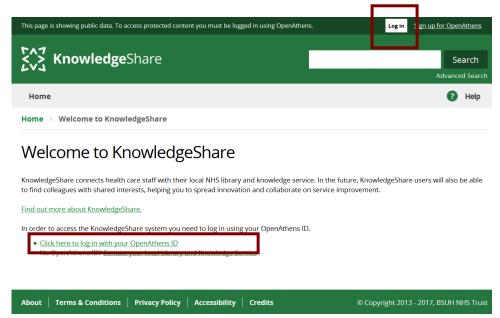
3.0 Members adding their own Professional Interests

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

DpenAthens	
Sign in with an OpenAthens account	
Username	
Ernail address or username	
Password	
Password	
Sign in	
Problems signing in?	
By using this site you agree to us setting cookies. Please see our <u>privacy and cookie information</u> . Powered by $\frac{4}{30}$, OpenAthens	

• The Member is then given the option to enter their email address

In order to login into KnowledgeShare, please validate your credentials	Log out
KnowledgeShare	Search Advanced Search
Home	Help
This site uses cookies in order to remember who you are and to provide a richer user experi will be as if you are a brand new visitor, and this may limit the site's usefulness. A cookie h browser to delete it and to block all cookies from this site (though parts of the site may not you consent to our use of cookies. Dismiss this messane.	as already been set for this purpose, but you can tell your
Home \rightarrow Connecting your account on KnowledgeShare	
Connecting your account on Knowledge	Share
Enter your email address	Submit

• 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

In order to login into KnowledgeShare, please validate your credentials	Log out
KnowledgeShare	Search Advanced Search
Home	Help
This site uses cookies in order to remember who you are and to provide a richer user experience. Without will be as if you are a brand new visitor, and this may limit the site's usefulnes. A cooke has a lenady been browser to delete it and to block all cookies from this site (though parts of the site may not work correctly you consent to our use of cookies. Dismiss this message. Home > Connecting your account on KnowledgeShare	set for this purpose, but you can tell your
Connecting your account on KnowledgeShare	
Connecting your account on KnowledgeShare It looks as though this is your first visit to KnowledgeShare.	Complete your registration
	Complete your registration

- The Member is asked to complete their details
 - o Title (optional)
 - First Name(s)
 - Mandatory field
 - o Last Name
 - Mandatory field
 - Primary Email Address
 - Mandatory field

Registration

Before continuing,	please complete	your registration	by filling the	following fields.
bejore contantanta,	prease comprete	Joan region anon	~, ,	, energy (energy)

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
 - o Job Title
 - Mandatory field
 - o 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

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

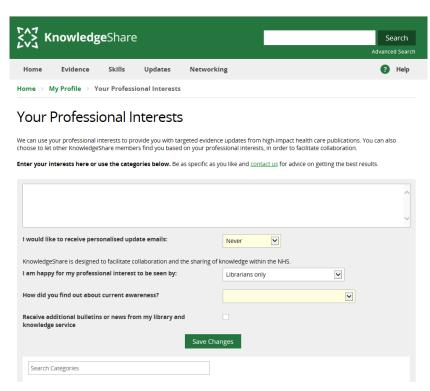
• The Member then clicks Register

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

<u>г</u> үл к	nowledg	e Share				Search Advanced Search
Home	Evidence	Skills	Updates	Networking		Help
Home > F	rivacy Notice					
_	cy Notice					
requested fro to access it, r	om the Library and ead our <u>Privacy P</u> o	d Knowledge S olicy.	Service. For furth	er information on how your inf	d to contact you about services ormation is used, how we keep i	t secure, and your rights
	hare helps to shar d students for this		across the NHS by	y connecting staff with one and	ther. We would like to share you	ir information with other
lf you agree p	please select the a	ippropriate op	tion:			
Who should	be able to view y	our contact	information?			
Librarians o	nly	~				
We would als	o like to contact y	ou occasional	lv by email.			
Please tick if	you are happy to	be contacted i	regarding any of	the following:		
Send me nev	vs and bulletins	from my Libr	ary and Knowle	dge Service		
A colleague	invites me to joir	n a communi	ty of practice			
A colleague	with shared inte	rests joins Kr	nowledgeShare			
Save	Skip					

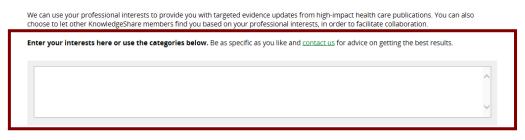
- The Member has the option to change their sharing or connecting questions, or to skip the page and keep the default settings
 - If the Member clicks Skip they are then taken to their Professional Interests page



3.0.1.1 Professional Interests page questions

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

Your Professional Interests



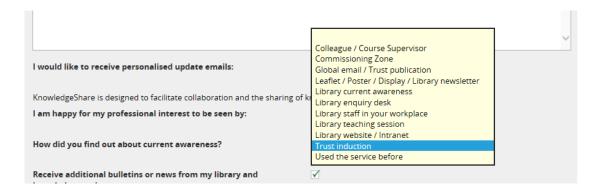
- o how often they would like to receive their update emails from the pull down list:
 - Never
 - Daily
 - Weekly
 - Every two weeks
 - Monthly

I would like to receive personalised update emails:	Never Daily Weekly Every two weeks Monthly			~
l am happy for my professional interest to be seen by:	All KnowledgeShare mem	nbers 🗸	·	

- 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

KnowledgeShare is designed to facilitate collaboration and the sharing of knowledge within the NHS.		
l am happy for my professional interest to be seen by: How did you find out about current awareness?	All KnowledgeShare members Librarians and staff of your organisation Librarians only	

- 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:

Receive additional bulletins or news from my library and knowledge service	\checkmark	
	Save Changes	

• 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 adminis Admin>Manage LKS pag		f staff listed as the Adm	ninistrator on the
	Home \rightarrow LKS List \rightarrow Brighton and Sussex \rightarrow Edit		
	Edit		
	LKS name	LKS subtitle	
	Brighton and Sussex	Library and Knowledge Service	
	Region Kent, Surrey and Sussex	Administrator Ben Skinner	
	LKS website	LKS email	
	www.bsuh.nhs.uk/library	library.services@bsuh.nhs.uk	

• 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.

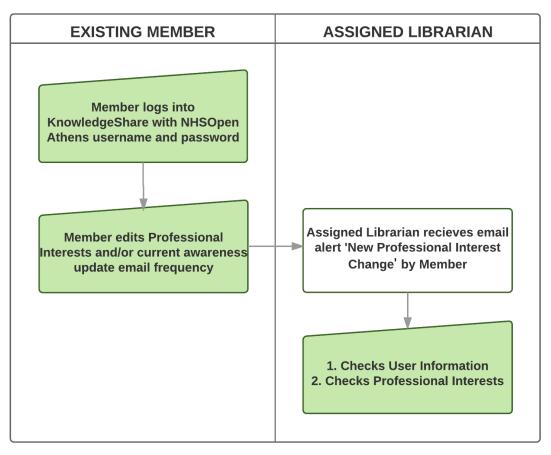
Best wishes,

- 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

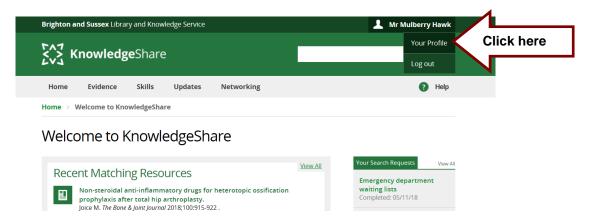
Speech Therapist		
Job group	 	
job role		

- 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.

Mr Mulberry H	awk
 01273 523303 mulberry.hawk@bsuh.nhs.uk Royal Sussex County Hospital Eastern Road BRIGHTON East Sussex BN2 5BE 	Edit OpenAthens username nhsmulberryhawk001 Job title Consultant Department Emergency Medicine Organisation Brighton and Sussex University Hospitals NHS Trust
Professional Interests	Edit Click here

 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

FA7				
Knowledge Share	Search			
	Advanced Search			
Home Evidence Skills Updates Netwo	rking 👔 Help			
Home \rightarrow My Profile \rightarrow Your Professional Interests				
Your Professional Interests				
We can use your professional interests to provide you with targeted evid choose to let other KnowledgeShare members find you based on your pr				
Enter your interests here or use the categories below. Be as specific a	is you like and <u>contact us</u> for advice on getting the best results.			
	<u>^</u>			
	~			
I would like to receive personalised update emails:	Never V			
KnowledgeShare is designed to facilitate collaboration and the sharing	of log-udades within the NUIS			
I am happy for my professional interest to be seen by:	Librarians only			
How did you find out about current awareness?				
Receive additional bulletins or news from my library and knowledge service				
Save C	Thanges			
Search Categories				

• 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:<u>https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID</u> =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:<u>https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID</u> =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: <u>https://www.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=172</u> <u>69&SavedSearchID=12919</u>

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.

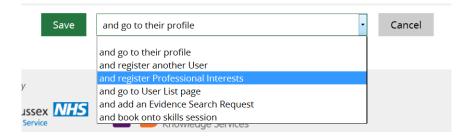
Hospital Settings [*parent term*] Emergency Department [*child term*] Hospital Ward [*child term*] Intensive Care Unit [*child term*] Outpatient Department [*child term*]

• 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

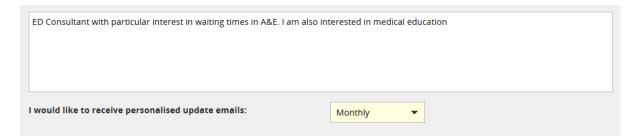
3.1.2.1 'Enter your interests here or use the categories below' field

- 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

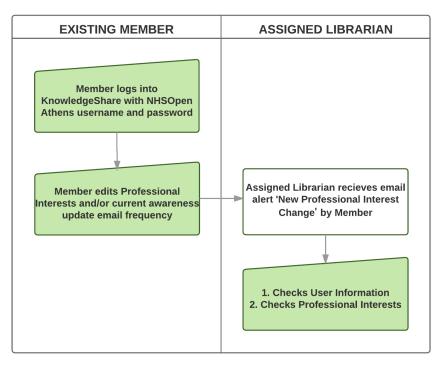
We can use your professional interests to provide you with targeted evidence updates from high-impact health care publications. You can also choose to let other KnowledgeShare members find you based on your professional interests, in order to facilitate collaboration.

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.



• 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:<u>https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID</u> =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: <u>https://www.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=172</u> <u>69&SavedSearchID=12919</u> 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
 - o Mandatory
 - o 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

Personalised Updat	es	Newsletters
nowledgeShare keeps you inform nd events relating to your <u>profess</u> our journal alerts.		Your library and knowledge service prepares regular newsletters on topics that they feel may be of interest to their members.
hese tailored alerts can be viewed ou can also elect to receive regula		These are sent out on an <i>ad hoc</i> schedule by your library and knowledge service and will normally be targeted at particular interest groups, based on professional interests or where yo
l would like to receive personalised update emails	Every two weeks 💌	work.
Assigned Librarian	Elaine Watson	Send me news and bulletins from my Library and Knowledge Service
	every day. You may receive	

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:<u>https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID</u> =15413&SavedSearchID=11126 Regards, 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

- I am happy for my professional interest to be seen by
 - o Default Librarians only
 - 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



Display for 'Librarians only'

1	Dr Walter Bray
Job t Cons	itle
	irtment Community Services
	nisation ex 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

i am nappy for my professional interest to be seen by:	All KnowledgeShare members
Assigned Librarian	Elaine Watson
Have did your find and also also a support and a support	

- 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.

Assigned Librarian	Elaine Watson
How did you find out about current awareness?	Trust induction
Receive additional bulletins or news from my library and	\checkmark

- How did you find out about current awareness?
 - o 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	\checkmark	
knowledge service		

Save Changes

- Receive additional bulletins or news from my library and knowledge service
 - o Default: No
 - Selecting this option allows Members to receive Newsletters emailed via KnowledgeShare (see section 3.6 Newsletters)

С

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.

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

3.1.3.1 Evidence level descriptions

Туре	Description	Example Resources
Award	Recognition for	RCM Midwifery Awards
	achievement in a field	
		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

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

	syntheses 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
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
		<u>GP leadership in clinical commissioning</u> 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	Updated e4Equipment e-learning programme
	face to face training and e-learning	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.

Subject:	Current Awareness Updates from KnowledgeShare
Dear Dr	Boldwood
Welcom	e 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
Eviden	ce-Based Summary
Speciali https://w [This Me most up	neusea and xomiting be treated during pregnancy? st Pharmacy Service (SPS), 2019. www.son.nku/duritics/how-can-neusea-and-womting-be-treated-during-pregnancy-2/ dicines Q&A includes information on the efficacy and safety of antihistamines (promethazine, cyclizine, prochlorperazine), domperidone, metoclopramide, and Xonvea® (a combinatic -to-date evidence and guidance concerning the safety of ondansetron use in pregnancy.] vailable online
Guidel	ines
Royal C https://w [This do Inductio	International and the second secon
News	
NHS Be https://w [The rec likely to	ound between caesarean section and obesity in boys, hind the Headlines; 2019. www.nbs.uk/news/bosht/no-link-found-between-caesarean-section-and-obesity-boys/ ent rise in the number of babies being born by caesarean section has been linked to the rise in childhood obesity. Previously, scientists have suggested that babies born by caesarear grow up overweight. However, this latest study suggests that may not be true.] valiable online
Origina	Il Research
Surbek [PBM in and ana	Jood management (PBM) in preznancy and childbirth: literature review and expert opinion. D. Archives of Gynecology and Obstetrics 2019; doi: 10.1007/s00404-019-05374-8. obstetrics is based on three main pillars: diagnostic and/or therapeutic interventions during pregnancy, during delivery and in the postpartum phase. These three main pillars should be esthesiologists, to improve pregnancy outcome and optimize resources.]
Profes	sional Development
[This on accredit	nd Education Supervisors course. e-day course allows clinical and education supervisors to be accredited as trainers, as required by the GMC. This is an approved Health Education England Kent, Surrey and Sussex C ation as trainers. 5200, includes catering and resources.] 8 Sussex Medical School

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.

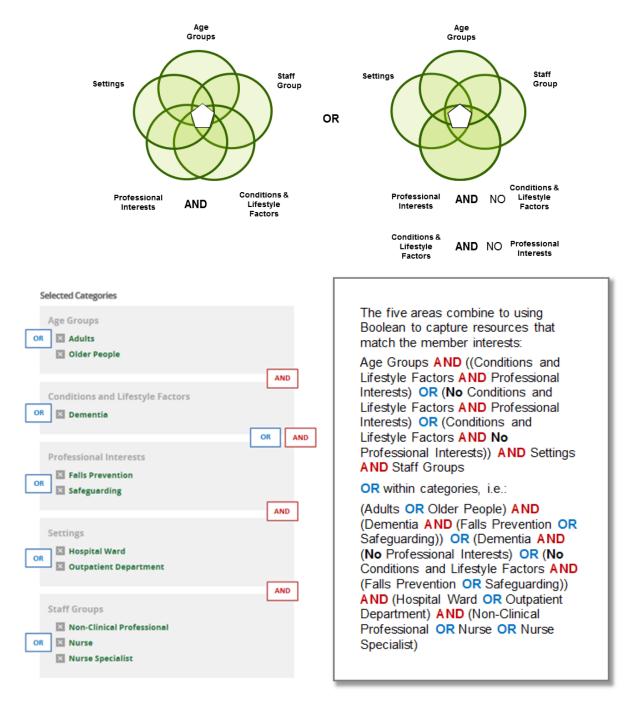
Categories	Categories are selected from the expandable lists in the left column
Search Categories Selected Categories Age Groups	⊟ Age Groups
Conditions and Lifestyle Factors	 Adults ✓ Children and Adolescents Neonates
Professional Interests	Older People
Settings	Professional Interests Settings Staff Groups
Staff Groups	⊞ Staff Groups
es selected for the Member are I 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



3.1.8.1 Be Specific



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

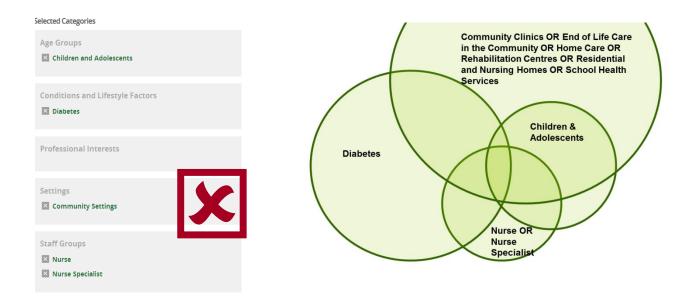
Home Care OR Rehabilitation Centres OR Residential and Nursing Homes OR School Health Services)

⊡ Settings	
Armed Forces	
The Community Settings 🗸	
Community Clinics \checkmark	
See also Outpatient Settings	1
End of Life Care in the Community \checkmark	
Use for hospices and palliative care	
Home Care 🗸	
Rehabilitation Centres 🗸	
\sim Residential and Nursing Homes \checkmark	
DO NOT USE for hospices or palliative care	
School Health Services 🗸	

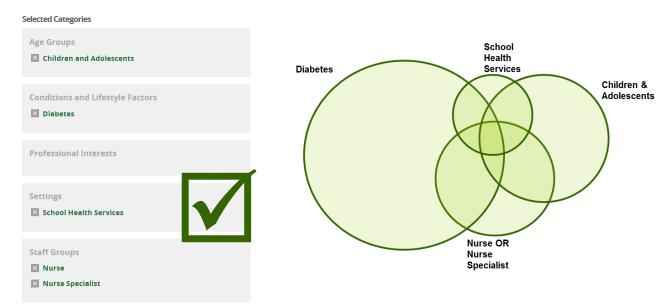
From this members request form we can see they are a school nurse is interested in diabetes in children:

Name	Augustus Snodgrass	Title	Dr Miss Mr Mrs Ms	
Job Title	School Nurse	Department	Child Services	
Professional Interests (e.g. patient safety, service design)		Condition/Risk Factors (e.g. gestational diabetes)	Diabetes	
Age Groups (please select)	Neonates Children & Adolescents Adults Elderly	Settings (e.g. GP Surgery or hospital ward)		
Other				

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

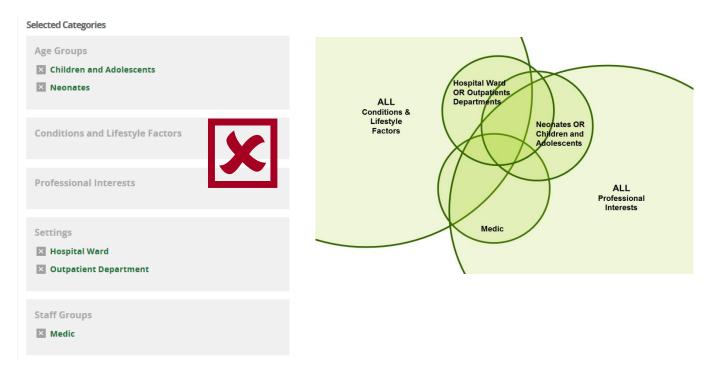


From this members request form we can see this paediatrics consultant wants resources on their speciality

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 Children and Adolescents Neonates	Hospital Ward OR Outpatients Department
Conditions and Lifestyle Factors Physical Diseases	Physical Disease Children &
Professional Interests	Adolescents
Settings Hospital Ward Outpatient Department 	Medic
Staff Groups 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.

	goolalloi lai alabotoo.								Age Groups		
*You must be a library member and have an NHS OpenAthens account to receive current awareness. Please register if you have not.						6S.			Age Groups		
Name	FIAVERSHAM	Title	Dr Mis	s Mr	Mrs	Ms			Age droups		
Job Title	RHARMACIST	Department									
Work Address	BOYAL SUSSEX	COUNTY HOS	MALL, K	SEIGH	TRUST	070			Conditions and Lifestyle Factors		
Email	estella have shan	Telephone							Physical Diseases		
Condition/Risk Factors (e.g gestational diabetes, respiratory diseases)	ctors (e.g. tational betes, piratory research)							>	Professional Interests		
Age Groups	Neonates	Settings						Settings			
(please select)	Children & Adolescents (e.g. GP Adults Surgery, hospital								K Hospital Laboratories		
	Elderly	ward, ICU)							Kanal Hospital Ward		
Other				_					🔀 Outpatient Department		
									Pharmacist		
									Pharmacist		
				_					Pharmacist		
*You must be a lib	and have an NHP	IS OpenAthens acco	ount to recei	ve currer	nt awarene	988.					
	rary member and have an NH Please regis Estella Haureushaw	ster if you have not.	ount to recei			ess. Ms			elected Categories		
ame ob Title	Please regis Estella Havevsham Consultant	Title Department	Dr Mi	ss Mr	Mrs	Ms			elected Categories Age Groups		
ame ob Title	Please regis Estella Havevsham Consultant	Title Department	Dr Mi	ss Mr	Mrs	Ms			Age Groups		
ame ob Title fork Address	Please regis Estella Havevshaw	Title Department	Dr Mi	ss Mr	Mrs	Ms			elected Categories Age Groups		
ame ob Title /ork Address mail ¢ ondition/Risk	Please regis Estella Havershow Consu Itant Royal Bussens & Ca Estella, Howershow Contro. net	ter if you have not. Title Department کیلی اده not to Telephone Professional	Dr Mi	ss Mr	Mrs	Ms			ielected Categories Age Groups Conditions and Lifestyle Factors		
ame ob Title fork Address mail condition/Risk actors (e.g. stational abeles, spiratory	Please regis Estella Havevshav Consu Hourt Royal Sussen & Ca Bitella, Nevershava	ter if you have not. Title Department کسلی Ho yort Telephone	Dr Mi	ss Mr	Mrs	Ms			ielected Categories Age Groups Conditions and Lifestyle Factors		
ame ob Title fork Address mail condition/Risk actors (e.g. stational abeles, spiratory seases)	Please regis Estella Havershow Consu Itant Royal Bussens & Ca Estella, Howershow Contro. net	ter if you have not. Title Department کاری از	Dr Mi	ss Mr	Mrs	Ms			Age Groups Conditions and Lifestyle Factors Professional Interests		
ame ob Title fork Address mail c ondition/Risk actors (e.g. stational abetes, spiratory seases) ge Groups	Please regis Estella Havershave Consu Hant Roy-l Bussen & Ca Estella, Havershave Control Manuel Paediatric r Neonates Children & Adolescents	Professional Interests (e.g. providing education or conducting research) Settings (e.g. GP	Dr Mi	ss Mr	Mrs	Ms			Age Groups Conditions and Lifestyle Factors Professional Interests Settings		
ame bb Title bb Title brok Address mail condition/Risk actors (e.g. stational abetes, spiratory seases) ge Groups	Please regis Estella Havershave Consu Hant Roy-l Bussen & Ca Bitella, Havershave Contro. net Paediatric r Neonates	ter if you have not. Title Department Department Telephone Professional Interests (e.g. providing education or conducting research) Settings	Dr Mi	ss Mr	Mrs	Ms			Age Groups Conditions and Lifestyle Factors Professional Interests		
ame ob Title fork Address mail condition/Risk actors (e.g. stational abetes, spiratory seases) ge Groups lease select)	Please regis Estella Havenshave Consultant Roy-l Bussen Ca Botella, Mavenshave Contro. net Paediatrics Neonates Children & Adolescents Adults	Professional Interests (e.g. providing education research) Settings (e.g. GP Surgey, hospital	Dr Mi	ss Mr	Mrs	Ms	y/knowledgesha	s	Age Groups Conditions and Lifestyle Factors Physical Diseases Settings Lifestyle Ward		
ame ob Title fork Address mall ¢ ondition/Risk actors (e.g. spiratory seases) seases) ge Groups lease select)	Please regis Estella Havenshave Consultant Roy-l Bussen Ca Botella, Mavenshave Contro. net Paediatrics Neonates Children & Adolescents Adults	ter if you have not. Title Department Department Department Telephone Professional Interests (e.g. providing education or conducting research) Settings (e.g. GP Surgery, hospital ward, ICU)	Dr Mi	ss Mr	Mrs	Ms GERD D C D D C D D C D C D C D C D C D C D		s	Age Groups Conditions and Lifestyle Factors Physical Diseases Settings Lifestyle Ward		

rou muor bo u n	Please regis	ter if you have not.		ounon d	naronooo.		Age Groups
Name	ESTELLA HAVERSHAM	Title	Dr Miss	Mr	Mrs Ms		Age Groups
Job Title	NURSE SPECIALIST	Department	PALLIAT	WE CA	RE		Me droups
Work Address	ROYAL SUSSEX COUNTY HOSPITALS NHS TA	HOSPITAL, BRIGH	TON AND SU	USSEK U	NIVERSITY		
Email	ESTULA HAVERSHAM ONH	Telephone					Conditions and Lifestyle Factors
							Physical Diseases
Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases)	PALLIATIVE CARE	Professional Interests (e.g. providing education or conducting research)					Professional Interests
Age Groups (please select)	Neonates Children & Adolescents Adults Elderly	Settings (e.g. GP Surgery, hospital ward, ICU)	-				Settings End of Life Care in Hospital
Other							
*KnowledgeShare c	ontains summarised evidence; y	vou <u>will not</u> be inundate	ed with primary	research	articles.		Staff Groups Nurse Nurse Specialist

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

COPD	
elected Categories	
Age Groups	Conditions and Lifestyle Factors
× Adults	Conditions
	- Conditions
Conditions and Lifestyle Factors	Chronic Obstructive Pulmonary Disease (copd)
Professional Interests	Respiratory Tract Diseases
	Lung Diseases
Settings	Chronic Obstructive Pulmonary Disease (co,
Staff Groups	
stan droups	

• 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



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



• 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.



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

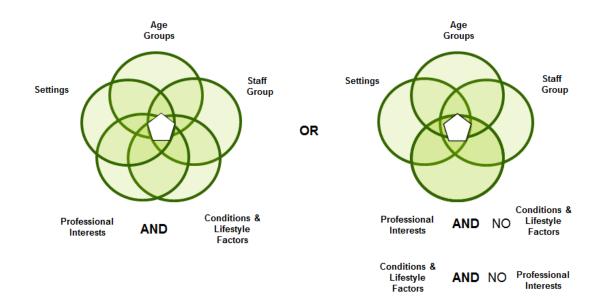
Some Member may only be interested in a Conditions and Lifestyle factor – such as new treatments in oncology or how to support patient with alcohol misuse issues

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 Decide Parale	The five areas combine to using Boolean to capture resources that match the member interests:
✓ Older People AND Conditions and Lifestyle Factors OR	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 Safeguarding	OR within categories, i.e.:
AND Settings I Hospital Ward OR Outpatient Department	(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 Staff Groups Non-Clinical Professional OR Nurse Nurse Nurse Specialist	AND (Hospital Ward OR Outpatient Department) AND (Non-Clinical Professional OR Nurse OR Nurse Specialist)



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)	services	t	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
X Adults
Conditions and Lifestyle Factors
X Diabetes
Professional Interests
Settings
K General Practice
Staff Groups
× Nurse
Nurse Specialist

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

Selected Categories Receive this resource as professional interest box empty	Selected Catego Will not receive this resource as professional interest box is not empty
X Adults	Adults
	Children and Adolescents
	☑ Older People
Conditions and Lifestyle Factors	
🗵 Diabetes	Conditions and Lifestyle Factors
	☑ Diabetes
Professional Interests	
	Professional Interests
	Professional Interests Measuring Outcomes and Performance
Settings	Measuring outcomes and Performance
Community Clinics	
Seneral Practice	Settings
K Home Care	➤ Community Clinics
	🛛 General Practice
	🛛 Residential and Nursing Homes
Staff Groups	School Health Services
⊠ Medic	
× Nurse Specialist	
× Pharmacist	Staff Groups
	🔀 Medic
	🗵 Non-Clinical Professional
	🛛 Nurse Specialist
All VO Lies die ster een het ferendet blass (keen het bester be	Public Health Doctor
All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowled</u> @Copyright 2013 - 2021, BSUH NHS Trust	Very 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	Т	itle	Dr Miss Mr Mrs Ms		
Job Title	Title Associate Director C		epartment	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.

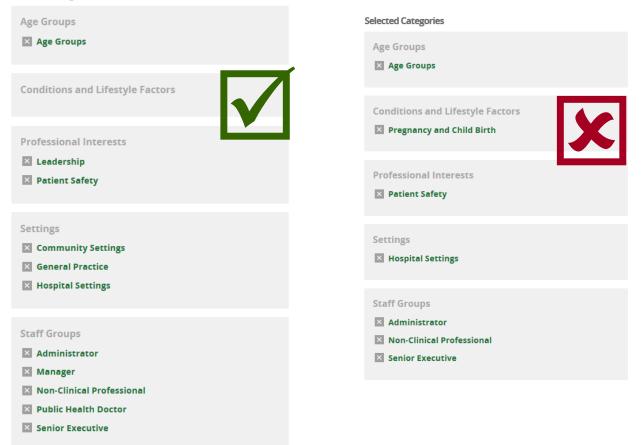
Selected Categories
Age Groups
Conditions and Lifestyle Factors
Professional Interests
Patient Safety
Settings
K Hospital Settings
Staff Groups
Staff Groups
Senior Executive
Senior Executive

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



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)	services	t 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

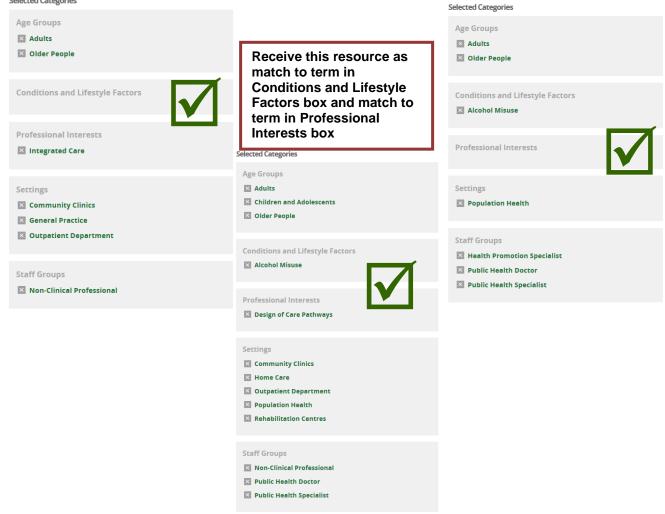
Selected Categories
Age Groups
X Adults
Conditions and Lifestyle Factors
× Alcohol Misuse
Professional Interests
Commissioning Health and Social Care
Design of Care Pathways
Integrated Care
Settings
Community Clinics
Population Health
Rehabilitation Centres
Canif. Crowna
Staff Groups Non-Clinical Professional
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



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:

- topics specific to different age groups
- topics specific to different settings
- 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.

	Z Edit
01273 523303	OpenAthens username
mulberry.hawk@bsuh.nhs.uk	nhsmulberryhawk001
	Job title
Royal Sussex County Hospital	Consultant
Eastern Road	
BRIGHTON	Department
East Sussex	Emergency Medicine
BN2 5BE	Organisation
	Brighton and Sussex University Hospitals NHS
	Trust
Professional Interests	Click he
Professional interests	
Age Groups	N
Adults	
Conditions and Lifestyle Factors	
Heart Diseases	
Professional Interests	
Waiting Times	
-	
Settings	
Emergency Department	
Staff Groups	

Click on Add Additional Set of Interests

ED Consultant with particular interest in waiting times in A&E. I am also i	nterested 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.	
l 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 Addition	al 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, hospit ward, ICU)	Hospital Ward General Practice al
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	Edit
Conditions and Lifestyle Factors Physical Diseases Settings Hospital Ward Staff Groups Medic	(Children and Adolescents AND Physical Diseases AND Hospital Ward AND Medic)
Professional Interests: 2	OR OR
Age Groups Older People Conditions and Lifestyle Factors Physical Diseases Settings	(Older People AND Physical Diseases AND End of Life Care in the Community AND Medic)
End of Life Care in the Community Staff Groups 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, hospit ward, ICU)	tal
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 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	(Adults AND (Pregnancy and Child Birth OR Women's Health) AND (Hospital Ward OR Outpatient Department) AND (Foundation Year Doctor OR Medic)
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	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, hospit ward, ICU)	al
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.

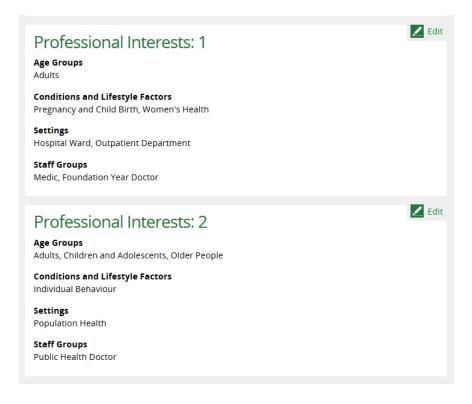
The use of an additional professional page allows the Setting 'Workplace Health' to be separately combined with the condition term 'Workplace Health' and the Age Group 'Adults' to capture resources on the interest of Doctor Wellbeing.

Professional Interests: 1	Edit
Age Groups Children and Adolescents	
Conditions and Lifestyle Factors Physical Diseases	(Children and Adolescents AND Physical Diseases
Settings Hospital Ward, Outpatient Department	AND (Hospital Ward OR Outpatient Department)
Staff Groups Medic	AND Medic)
	OR
Professional Interests: 2	
Age Groups Adults	Adults AND Occupational Health AND Workplace
Professional Interests Occupational Health	Health AND Medic
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:



 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-severebleeding-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://www.knowledgeshare.nhs.uk (Register for NHS

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: <u>www.knowledgeshare.nhs.uk</u> (Register for NHS OpenAthens at: <u>https://openathens.nice.org.uk/</u>) 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: <u>www.knowledgeshare.nhs.uk</u> (Register for NHS OpenAthens at: <u>https://openathens.nice.org.uk/</u>) Best regards, Elaine

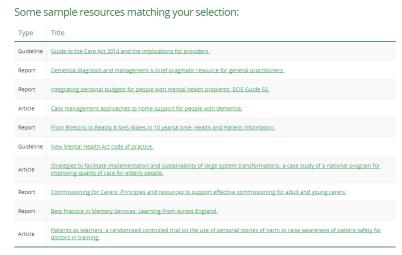
Elaine Watson Knowledge Management Librarian The Library, Audrey Emerton Building, Royal Sussex County Hospital Tuesday to Thursday (01273) 523314 Monday and Friday 01444 441881 extn: 5631 Brighton and Sussex NHS Library and Knowledge Service | @BrightonSx_LKS | Latest News

Informing • Educating • Influencing

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

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
 - $\circ~$ 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



• 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

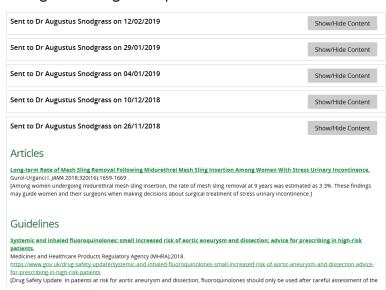
 Scroll down the bottom of the Member Professional Interests page and at the bottom of Some sample resources matching your selection: you will see a button enabling you to review emails sent to this members and the date they were sent.

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



Dr Augustus Snodgrass's Update Emails

 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 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

3.2.1.2 Add a personal level email template

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

Brighton an	d Sussex Libra	ry and Know	vledge Service			上 Knowledge Share		
547 V.	KnowledgeShare					Your Profile	Λ	
	iowiedg	esnare	2			My Email Templates	С	ick here
Home	Evidence	Skills	Updates	Networking	Members	\$ Log out	V	

• Click Add new template

My email templates

Add New Template No Templates to display

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

evel	Librarian
nail Type	•
ibject	Current Awareness
	Journal Subscription
lody	Training Session Booked User
	Training Session Booked User Waiting Training Session Booked From Waiting List User
	Cancelled Training Session
	Cancelled Training Session Booking User
	Cancelled Training Session Booking User ((RecipientName))The Name of the person the email is sent to. ((RecipientSalutation))- The Name of the person the email is sent to. ((SenderName))The Name of the sender of the email. ((SenderName))-The Kame of the sender of the email.
	((RecipientName)) - The Name of the person the email is sent to. ((RecipientSalutation)) - The Salutation string of the recipient of the email ((SenderKame)) - The kaine of the sender of the email and (SenderFristMame)) - The First Name of the sender of the email. ((SenderFramA)) - The mail of the sender.
	((RecpientName)) - The Name of the person the email is sent to, ((RecpientSalutation)) - The Salutation string of the recpient of the em ((SenderName)) - The Name of the sender of the email. ((SenderFirsMame)) - The First Name of the sender of the email. ((SenderFirsMame)) - The First Name of the sender of the email. ((SenderFirsMame)) - The thirt Name of the sender of the email.
	 ((RecipientName))- The Name of the person the email is sent to. ((RecipientSalutation)) - The Salutation string of the recipient of the email. ((SenderName)) - The Name of the sender of the email. ((SenderTransl)) - The main of the sender of the email. ((SenderTransl)) - The pair of the sender of the email. ((SenderChamb)) - The pair of the sender of the email. ((Sender(SMame)) - The US Name of the sender of the email.
	((RecpientName)) - The Name of the person the email is sent to, ((RecpientSalutation)) - The Salutation string of the recpient of the em ((SenderName)) - The Name of the sender of the email. ((SenderFirsMame)) - The First Name of the sender of the email. ((SenderFirsMame)) - The First Name of the sender of the email. ((SenderFirsMame)) - The thirt Name of the sender of the email.

- In the Subject add
 - o 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

Brighton and Sussex Library and Knowledge Service					L Knowledge Share			
547 1	KnowledgeShare						Your Profile	Λ
CVJ K	nowieag	esnare	5				My Email Templates	с
Home	Evidence	Skills	Updates	Networking	Members	\$	Log out	V

• Click CurrentAwareness

My Email Templates				
Add new template				
		Name		
r		CurrentAwareness		
		EvidenceSearchCompletedReport		
		JournalSubscription		
		Newsletter		

- 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"

Level	Librarian
Email type	Current Awareness
Subject	Current Awareness Updates from KnowledgeShare
Body	Paragraph • B / U 444 言言言 读 读 汪 [>>> 炎 *) (*
	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, 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:
	 {{CurrentAwarenessContent}} - The current awareness content
	• {{FutureSkillSessions}} - A link to the future skills session list

Email Template Edit

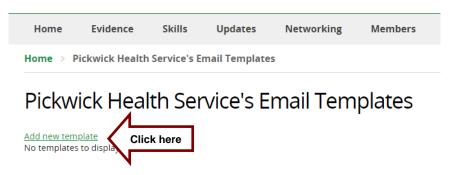
3.2.1.4 Add LKS level email template

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

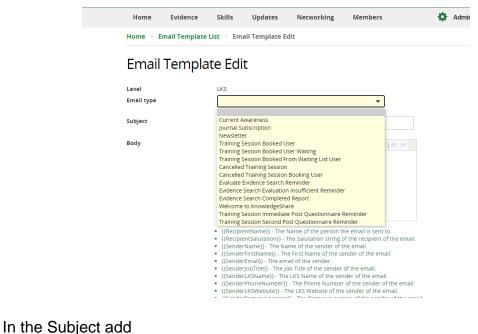
 On the Admin>Manage LKSs> Library and Knowledge Service page, click on View Email Templates

	Save Cancel
Library Sites	LKS Links
<u>New Library</u> Add New Library	<u>View Email Templates</u> <u>Manage Member Sets</u>

• Click Add new template



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



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}} | <u>{{SenderEmail}}</u> {{SenderLKSName}} | {{SenderLKSWebsite}}

- \circ $\,$ 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	Paragraph ▼ B I U +#€ ≣ ≣ ⊒ ≇ ≇ ⊟ ⊟ ⊕ 👾 ♥ (*	
	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}}	dit Link - Work - M — 🛛 🗙
	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 the change the frequency of these emails, contact me using the details below or login to KnowledgeShare.	ps://staging.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 u your NHS OpenAthens username and password at: <u>https://openathens.nice.org.uk/</u>) Target	https://www.knowledgeshare.nhs.uk/
	* {{CurrentAwarenessContent}} - The current awareness content * {{CurrentAwarenessContent}} - A link to the future skills session list * {{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.	KnowledgeShare Website

 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 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 Service page, click on View Email Templates

	Save	Cancel
Library Sites		LKS Links
<u>New Library</u> <u>Add New Library</u>		<u>View Email Templates</u> <u>Manage Member Sets</u>

• Click on the name of the template to be edited



- Edit the template
 - Use code {{RecipientSalutation}} which addresses the member in their preferred form

JournalSubscription

 \circ Use codes to create an email signature for any member of the teams

Best regards, {{SenderFirstName}}

{{SenderName}} {{SenderJobTitle}} | <u>{{SenderEmail}}</u> {{SenderLKSName}} | <u>{{SenderLKSWebsite}}</u>

- Use the link icon Let 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	Paragraph - B I U ABC 票 喜 雪 課 課 ⊟ ⊟ ∞ 🐝 🄊 ୯
	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 t 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 at: https://www.knowledgeshare.nhs.uk/ Unk URL https://www.knowledgeshare.nhs.uk/ NHS OpenAthens at: https://www.knowledgeshare.nhs.uk/ Target Open Link in a New Window V
	 {{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.

- 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 Ema	ail Contents				
The following emails are queu	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	Today
642 Evidence Updates Sent 515 Journal Alerts (TOCs) Sent	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**

	Kn	nowledg	e Share			
Hon	ne	Evidence	Skills	Updates	Members	
Home	> We	elcome to Kno	wledgeShar	Add Resou	rce	
\\/e		me to k	nowle	My Recent	Resource Activity	
vvc	.1001				ed Resource List	
E	vider	nce Searc	hes	Emails for	Your Members 🛛 🭕	Click here
0 s	earch re	equests currently	/ unassigned	Emails for	Your Service	itating
		t currently have a earches.	any incomplete	Newsletter	List	
				My Update	Emails	View All
U	npul	blished R	esource	Bookmark	ed Resources	View All
U	ncat	egorised	Publishe	ed Resou	urces	<u>view All</u>
						Mour All

- 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.

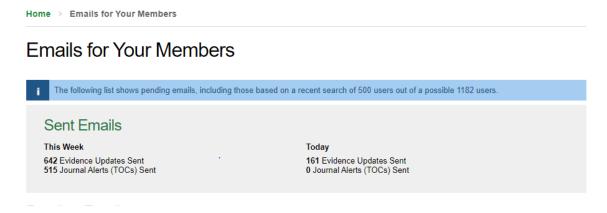
Emails for Your Members



 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



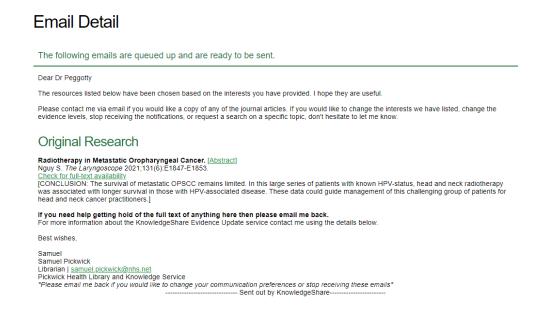
• When all the members with pending emails have been displayed the Finding more emails will disappear



- 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.

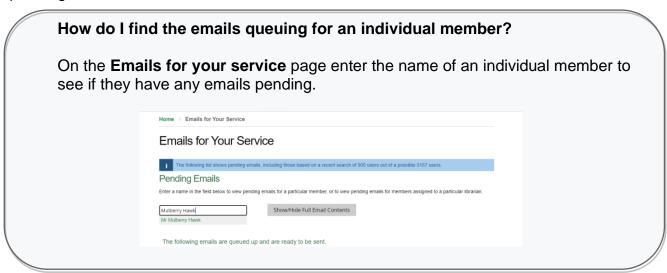


3.2.3.2 Emails for your service

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.



Hold the cursor over Updates and then click Emails for your service

507 K	nowledg	e Share			
Home	Evidence	Skills	Updates	Members	
Home > \	Velcome to Kno	wledgeShar	Add Resou	rce	
Welco	ome to K	'nowle	My Recent	Resource Activity	
VVCICC				ed Resource List	
Evide	ence Searc	hes	Emails for `	our Members	<u>View All</u>
0 search	requests currently	unassigned	Emails for V	Your Service	Click here
	not currently have a e searches.	any incomplete	Newsletter	List	
Linn	ubliched D		My Update	Emails	View All
	ublished Re		Bookmarke	ed Resources	View All
Unca	ategorised	Publish	ed Resou	urces	<u>VIEW AII</u>
					Miour All

- 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	
 (no number stored) walter.bray@bsuh.nhs.uk 	OpenAthens username nhswalterbray103
Royal Sussex County Hospital Eastern Road	Job title Consultant
BRIGHTON	Department
East Sussex	Acute Medical Unit
BN2 5BE	Organisation Brighton and Sussex University Hospitals NHS Trust

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

prary and Knowledge Service	
Brighton and Sussex	•
ember is no longer assigned to an LKS	
ghton and Sussex	

- 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, All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u>@Copyright 2013 - 2021, BSUH NHS Trust

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

- Out-of-office messages
 - 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 <u>Unassign a</u> <u>Member when they leave your Service</u>)
 - 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 <u>Disable All E-mails</u>)

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

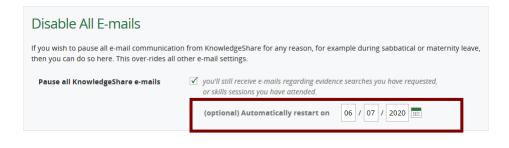
• Go to the members profile record and select the Settings section

Dr Walter Bray		
(no number stored) waiter: bray@bsuh nhs uk Haywards Headh Health Centre Heath Road Haywards Heath West Sussex RH16 308	OpenAthens username nhselainewatson103 Joo title Consultant Department Adult Community Services Organisation Sussex Community NH5 Foundation Trust	Edit
Professional Interests You do not currently have any professional in	terests registered on the system.	Edit
Settings four contact information can be seen by : .ibrary and Knowledge Service staff only. four professional interests can be seen by : .ibrary and Knowledes Service staff only.		Click here
Library and Knowledge Service staff only. (ou are not currently receiving personalised (ou will receive networking recommendation		

- On the Communication tab scroll down to Disable All E-mails
- To pause all KnowledgeShare e-mails
 - The default value is unchecked
 - Checking the box will pause all emails from the system to the Member until the box is uncheck

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.			

• Enter a date for emails to start resuming automatically.



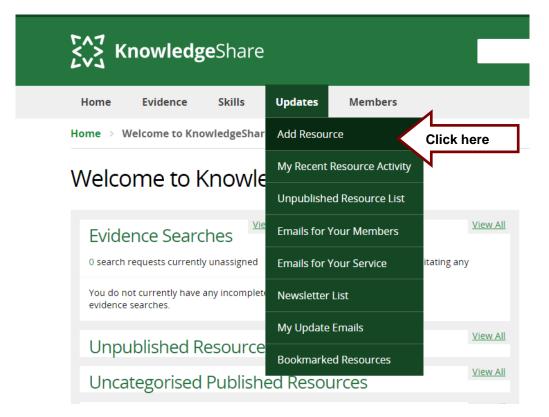
3.3 Adding a resource

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

Event				Unpublish
Journal Article				onpublish
Online				
	Journal Article	Journal Article	Journal Article	Journal Article

- The resource types are:
 - o Event
 - o Journal Article
 - \circ Online
 - Physical Media
 - Resource Types Descriptions

Туре	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	\checkmark	\checkmark	\checkmark	\checkmark
Description	\checkmark	\checkmark	\checkmark	\checkmark
Date Resource Added	✓	✓	√	✓
URL	\checkmark	\checkmark	\checkmark	\checkmark
Year Published		✓	\checkmark	\checkmark
Access Restriction	×	✓	✓	✓
Author	×	\checkmark	×	\checkmark
Publisher	×	×	\checkmark	×
Journal	×	\checkmark	×	×
ISSN	×	\checkmark	×	×
Volume	×	\checkmark	×	×
Issue	×	\checkmark	×	×
Page	×	\checkmark	×	×
Shelf Mark	×	×	x	\checkmark
Edition	×	×	×	\checkmark
ISBN	×	×	×	\checkmark
Geographical Availability	✓	✓	\checkmark	 ✓

Location	\checkmark	×	×	×
All day event?	✓	×	×	×
Start Date	\checkmark	×	×	×
Start Time	\checkmark	×	×	×
End Date	\checkmark	×	×	×
End Time	\checkmark	×	×	×
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:
- o Mandatory Field
- o 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. :
- o Do not use & only "and"

Туре	Article •	Inpublished
Title	Psychosis: clinical insight and beliefs in immigrants in their first episode. Full stop	
	 At the end of the title use: [Editorial] for an editorial [Correspondence] for correspondence or letters. 	
Title	Palancing quality of care and recourse utilication in agute care begaitals. (Editorial)	

Balancing quality of care and resource utilisation in acute care hospitals. [Editorial]

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.

Description	The main purpose of this study was to examine client-rated appropriateness and preferences regarding the discussion of religious and spiritual concerns in group counseling. Participants were 164 group clients at nine university counseling centers nationwide. Clients volunteered to complete an online questionnaire about their experiences and opinions regarding religion and spirituality in group counseling. The majority of clients indicated that religious concerns are an appropriate topic for group counseling and reported a preference to discuss religious and spiritual concerns with their groups.
Description	The main purpose of this study was to examine client-rated appropriateness and preferences regarding the discussion of religious and spiritual concerns in group counselling. Participants were 164 group clients at nine university counselling centres, ationwide. Clients volunteered to complete an <u>online</u> questionnaire about their experiences and opinion regarding religion and spirituality in group counselling

• Use semicolons to present lists instead of bullet points.

Description	This report looks at the different approaches being taken by MCP and PACS vanguards to contracting, governance and other organisational infrastructure. It focuses on developments at five sites: Dudley; Sandwell and West Birmingham (Modality Partnership); Salford; Northumberland; and South Somerset (Symphony Project).	
	Characters remaining for description 182	

• 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
 - o 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

Geographical availability	Organisation	•
Q		
Queen Victoria Hospital NHS		
NHS South England Quality (Equinox Care	Observatory	
Queen Elizabeth Hospital Kir	ng's Lynn NHS Foundation Trust	
Shalf manle		

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

- o 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, where AthensOpen access doesn't cover the date ra 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 	ange <u>I</u>
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:	\checkmark
Publish resource	Unpublished

3.3.1.8 Journal

- Available for resource types
 - Journal Article
- Journal
 - o Mandatory Field
 - o select journal from the pick list where possible

Journal	[aud
Joanna	BMJ
ISSN	BMJ
	BMJ Open
Authors	BMJ Quality & Safety

3.3.1.9 Author

- Available for resource types
 - Journal Article
 - Physical Media
- Author
 - o Only the first author to be included
 - o Remove all punctuation so the author is in the format Watson EA

Authors	, Wade, N. G, Tucker, J.	Issue	5
Authors	Wade NG	Issue	5

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

ISSN		Volume	42
Authors	Wade NG	Issue	5

3.3.1.11 Year Published, Pages

- Available for resource types
 - Journal Article
- Year Published, Pages
 - Mandatory fields
 - Enter in format 340-356
 - o Include the start and end pages where possible

Year Published	2014	Pages	601 - 627	

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



3.3.1.13 Shelf mark

- Available for resource types
 - Physical Media
- Shelf mark
 - o Include spaces with in the shelf mark e.g. WY 24 MOR
 - o Include year if provided e.g. WY 24 BUR 2011
 - Do not include copy number
 - 0

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

- 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
 - o 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.

My Recent Resou	urce Activity Add Resource	9		
ing ing income income	nee neurity - neu neuvone			
dd Resource	2			
utoFill from Bookmark				
				Unpublished
ype	[markers [27]]			Onpublished
ipe	Online 💌			
vidence Level				
idence cever	Award	_		
tie	Book			
tie .	Evidence-Based Summary Guideline			
	Legal Cases			
escription	News			~
	Opinion Original Research			
	Other			
	Patient & Public Information			~
	Professional Development Report			
	Research Fund			
ate resource added	Statistics Systematic Review / Meta-Anal	Laster.		
	Toolkit	7515		

3.3.2.1 Evidence level descriptions

Туре	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	Clinical Knowledge Summary: Allergic Rhinitis
	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

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

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- analysisRespiratory muscle training for cystic fibrosis
Toolkit	Collection of practical resources	Safeguarding Children Toolkit for General Practice

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

3.3.3 Save and Publish resources	s 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:
 - o [Comment] for a comment
 - o [Correspondence] for correspondence or letters.
- 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**

V	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
V	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

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



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**

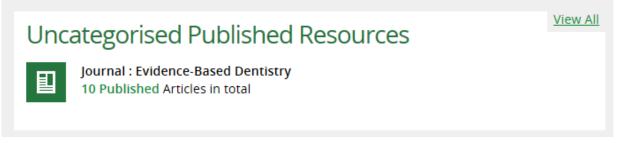
View All

	Compensation for psychiatric harm after a mismanaged birth. Criffith R. British Journal of Midwifery 2017;25(7):470-471. [Vidwives 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
\checkmark	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 Austir

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.

Home > Unpublished Resource List > Edit Resource					
Edit Resource					
AutoFill from Bookmark					
Туре	Article	Published			
Title	Cross sectional analysis of student-led surgical societies in fostering medical student interest in Ca	anada.			
Description	The objective of this study was to examine how surgery interest groups (SIGs) across Canada func	tion and			

 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	<u>Check for full-text availability</u> [Abstract]
No categorisation required:	\checkmark
Publish resource	Published
Sav	ve 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.

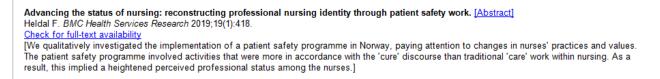
URL		
Access restriction		*
Links to resource	Check for full-text availability [Abstract]	

 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/bion.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?

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

• 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:



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: <u>https://www.cochranelibrary.com/cd</u> <u>sr/doi/10.1002/14651858.CD00191</u> <u>9.pub4/full</u> 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: <u>https://www.kingsfund.org.uk/public</u> <u>ations/</u>
		For example: https://www.kingsfund.org.uk/public ations/nhs-hospital-bed-numbers
NICE	www.nice.org.uk	Use individual guidelines only. For example: <u>https://www.nice.org.uk/guidance/ta</u> <u>748</u>

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

Lippincott® Journal collection	http://journals.lww.com	Use individual article pages. For example: <u>https://journals.lww.com/ahm/Fulltex</u> <u>t/2021/09000/Acupuncture_and_He</u> <u>rbal_Medicine_launched_building.</u> <u>1.aspx</u>
PLOS	https://plos.org/#journals	Use individual article pages. For example: <u>https://journals.plos.org/plosmedicin</u> <u>e/article?id=10.1371/journal.pmed.1</u> <u>002445</u>
PubMed	https://pubmed.ncbi.nlm.nih.gov/	Use individual article pages. For example: <u>https://pubmed.ncbi.nlm.nih.gov/347</u> <u>62326/</u>
SAGE	http://journals.sagepub.com	Use individual article pages. For example: <u>https://journals.sagepub.com/doi/full</u> /10.1177/2292550320963111
Science Direct	www.sciencedirect.com	Use individual article pages. For example: <u>https://www.sciencedirect.com/scien</u> <u>ce/article/pii/S1548559521000112</u>
NHS England	https://www.england.nhs.uk/publica tion/	Use individual publication pages. For example: <u>https://www.england.nhs.uk/publicat</u> <u>ion/framework-for-digital-solutions-</u> <u>for-the-deployment-of-sessional-</u> <u>clinical-capacity-in-primary-care/</u>
McMaster PLUS	https://plus.mcmaster.ca/kt/	Use individual article pages. For example: <u>https://plus.mcmaster.ca/kt/Home/A</u> <u>rticle/109593</u>
EvidenceAlert	https://www.evidencealerts.com/	Use individual article pages. For example: <u>https://www.evidencealerts.com/Hit</u> <u>Parade/StellarHighestRated/96168?</u> <u>discipline=user</u>

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

Sussex Health Knowledge and Libraries			L Knowledge Share
KnowledgeShare			Search Advanced Search
Home Evidence Skills	Updates Networking	Members	🔅 Admin 👔 Help
Home > Welcome to KnowledgeShar	Add Resource		
Welcome to Knowle	My Recent Resource Activity Unpublished Resource List		
Evidence Searches	Emails for Your Members	View All	Your Search Requests View All You have not created any
100% 0 search	Emails for Your Service	itating any	search requests.
Current achievement Target this v	Newsletter List		Your Session Attendance View All
10 search requests currently unassigned	My Update Emails		You have not attended any skills
You do not currently have any incomplete evidence searches.	Bookmarked Resources	Click here	sessions.

• Click and drag the **Save to KnowledgeShare** link and move it to the bookmark/favourites bar on your browser:

🗈 📓 KnowledgeShare - Manage Save: x +	- 0 ×
\leftrightarrow \rightarrow \mathbf{C} $^{\circ}$ https://staging.knowledgeshare.nhs.uk/index.php?PageID=snippets_manage	🔍 🏠 🚺 🔇 🌾 (Not syncing 🎊) …
🗱 KnowledgeShare 🖒 Save to Knowledge	🛅 Other favorites
Sussex Health Knowledge and Libraries	🔔 Knowledge Share
KnowledgeShare	Search Advanced Search
Home Evidence Skills Updates Networking Members	🍄 Admin 👔 Help
Home Manage Saved Resources	
Manage Saved Resources	
To install the bookmarklet into your browser, drag and drop the following link to your bookmark to that (Ma visible, first): Save to KnowledgeShare No Resources Available	ke sure your Bookmark Toolbar Is
Licensed for local use by Brighton and Sussex Library and Knowledge Services Knowledge Services	
About Terms & Conditions Privacy Policy Accessibility Credits © (Copyright 2013 - 2021, BSUH NHS Trust
🕫 🔎 Type here to search O 🖾 👼 💽 🤗 🕎 🧔 🌍	^ <i>@</i> ⊄ti) 05/12/2021 ₹ 2

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

KnowledgeShare - Manage Save: × +			~ - 0 ×
← → C ☆ @ staging.knowledgeshare.nhs.uk/index.php?PageID=snippets_manage			Q 🖻 🚖 🚺 🕼 🗯 🚢 🗄
👹 KnowledgeShare 📓 https://staging.kno 👹 Training Knowledge 🤡 Save to Knowledge			II Reading list
Sussex Health Knowledge a d Libra	aries	🔔 Knov	vledge Share
KnowledgeSha	are		Search Advanced Search
Home Evidence Skills	s Updates Networking I	Members 🏠 Admin	Help
No Resources Available	esources	r bookmark toolbar (Make vare your Bookmark Save to	k Toolbar is 9 Knowledge
Licensed for local use by			
	e 🔤 🦉 🖕 🌖		^ //₂ d× 11:42 03/12/2021 ₹2

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

Manage Saved Resources

	Open Open in new tab Open in new window	Add a Favori	🕀 Save to KnowledgeSha
No Resources Availat	Open with Microsoft Edge Save target as Print target	oro 🔀 💻	the Internet. Only add bookmarklets from websites you trus What's the risk?
	Cut Copy Copy shortcut Paste	Name: Create in:	Save to KnowledgeShare Bave to KnowledgeShare Bave to KnowledgeShare New Folde
	E-mail with Windows Live Translate with Bing All Accelerators >		Add Cancel
Licensed for local use .	Inspect element		
	Add to favorites		

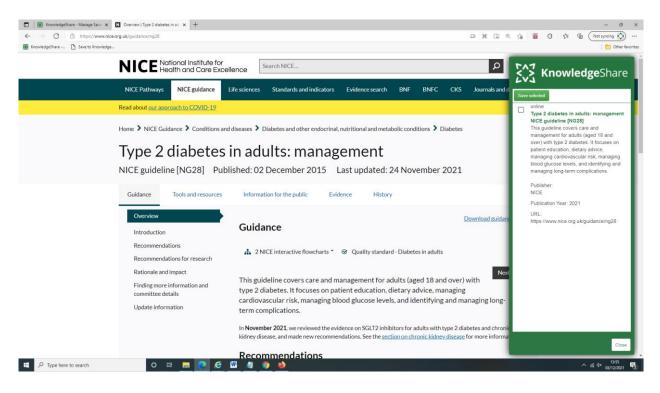
3.3.6.3 Using the Save to KnowledgeShare link to save a result

- 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
 - 🔲 🛛 🗱 KnowledgeShare Manage Save 🗙 🖪 Overview (Type 2 diabetes in all 🗴 🕂 🕼 🔍 🏠 🛅 🕃 🕼 Not syncing 🏈 C Sa NICE National Institute for Health and Care Excellence Search NICE. ₽ Sign in NICE Pathways NICE guidance Life sciences Standards and indicators Evidence search BNF BNEC Journals and databases Read about our approach to COVID-19 Home > NICE Guidance > Conditions and diseases > Diabetes and other endocrinal, nutritional and metabolic conditions > Diabetes Type 2 diabetes in adults: management NICE guideline [NG28] Published: 02 December 2015 Last updated: 24 November 2021 History Guidance Tools and resources Information for the public Evidence Overview Download guidance (PDF) Guidance Introduction Recommendations 🛔 2 NICE interactive flowcharts * 🞯 Quality standard - Diabetes in adults Recommendations for research
- For Edge, Chrome and FireFox

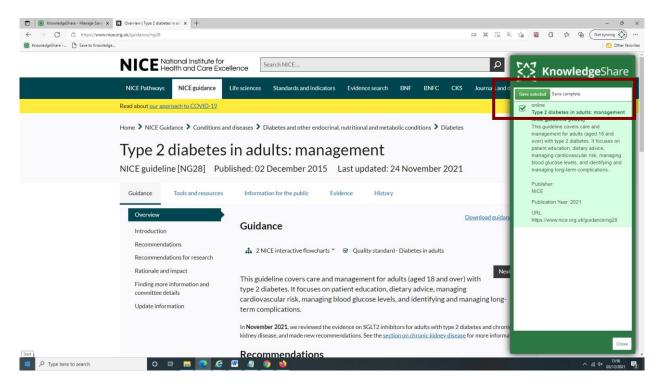
o For Explorer

Comparison of the second state of the second s	- 1	≜ ⊄ Search	• ÷ ÷ ۵ - ۹
NICE National Institute for Health and Care Exce	ence Search NICE	Ø Sign in	Add to favorites Favorites Feeds History Favorites Bar
NICE Pathways NICE guidan	Life sciences Standards and indicators Evidence search BNF BNFC	CKS Journals and databases	Links for United Kingdom
Read about our approach to COVID-	9		KnowledgeShare - Welcome to Know
Type 2 diabet	ns and diseases > Diabetes and other endocrinal, nutritional and metabolic conditions > D es in adults: management Published: 02 December 2015 Last updated: 24 November rces Information for the public Evidence History		
Overview Introduction Recommendations Recommendations for research	Guidance A 2NICE interactive flowcharts * Quality standard - Diabetes in adults	Download guidance (PDF)	

 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

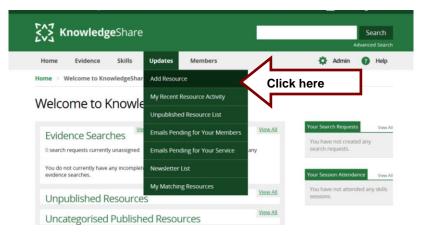


Click Close at the bottom of the KnowledgeShare side-bar

Close
1256

• This resource has now been bookmarked in KnowledgeShare

• In KnowledgeShare, hold the cursor over Updates and then click Add Resource



Click AutoFill from Bookmark

Α	dd Resource	_	
	AutoFill from Bookmark		
1	Гуре		published
ŧ	Evidence Level	▼	
1	litle		
t	Description		
		Characters remaining for description 500	

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

	Manage Saved Resources				
To install the bookmarklet into your browser, drag and drop the following link to your bookmark toolbar (Make sure your Bookmark Toolbar is visible, first): <u>Save to KnowledgeShare</u>			9 your		
Title Description Dat					
	Type 2 diabetes in adults: management NICE guideline [NG28]	This guideline covers care and nanagement for adults	03/12/2021		

• The resource information will be imported to the appropriate fields

Add Resource

AutoFill from Bookmark			
Туре	Online		
Evidence Level			
Title	Type 2 diabetes in adults: management NICE guideline [NG28]		
Description	This guideline covers care and management for adults (aged 18 and over) with type 2 diabetes. It focuses on patient education, dietary advice, managing cardiovascular risk, managing blood glucose levels, and identifying and managing long-term complications.		
Date resource added	Characters remaining for description 243		
Geographical availability	National		
Publisher	NICE		
Year published	2021		
URL	https://www.nice.org.uk/guidance/ng28		
Access restriction	· · ·		

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

Add Resource

AutoFill from Bookmark	
Туре	Online
Evidence Level	Guideline
Title	Type 2 diabetes in adults: management NICE guideline [NG28]
Description Date resource added	This guideline covers care and management for adults (aged 18 and over) with type 2 diabetes. It focuses on patient education, dietary advice, managing cardiovascular risk, managing blood glucose levels, and identifying and managing long-term complications.
Geographical availability	National
Publisher	National Institute for He
Year published	2021
URL	https://www.nice.org.uk/guidance/ng28
Access restriction	Freely available online

Add categories

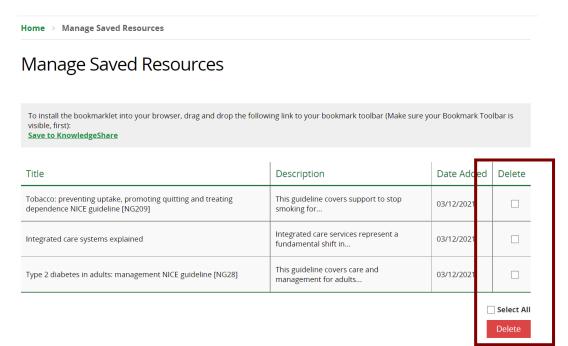
3.3.6.4 Managing saved bookmarks

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

Sussex Health Knowledge and Libraries		上 Knowledge Share		
Knowledge Share			Search Advanced Search	
Home Evidence Skills	Updates Networking	Members	🔅 Admin 👔 Help	
Home > Welcome to KnowledgeShar	Add Resource			
Welcome to Knowle	My Recent Resource Activity Unpublished Resource List			
Evidence Searches	Emails for Your Members	View All	Your Search Requests View All You have not created any	
100% 0 search	Emails for Your Service	itating any	search requests.	
Current achievement Target this v	Newsletter List		Your Session Attendance View All	
10 search requests currently unassigned	10 search requests currently unassigned My Update Emails		You have not attended any skills	
You do not currently have any incomplete evidence searches.	Bookmarked Resources	Click here	sessions.	

 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 <u>Handbook Appendix 1: Categories</u>

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.

c	ategories		Categories are selected from the expandable lists in the left column
	Search Categories		
	Selected Categories		
	Age Groups Adults		Groups dults ✓ hildren and Adolescents
	Conditions and Lifestyle Factors		leonates Ider People
	Professional Interests	⊞ Conc	ditions and Lifestyle Factors
	Settings	⊞ Profe	ngs
	Staff Groups	⊞ Staff	Groups
Categories sele	ected for the Resource are e 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.

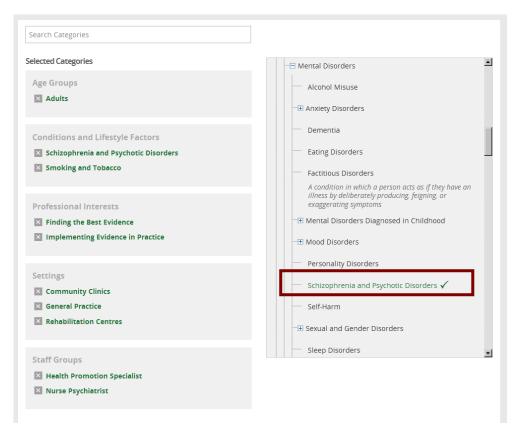
In the example below, if you select Community Settings ask yourself if the resource is relevant to all these settings?

[Setti	ngs	
	AI	rmed Forces	
	- E Co	ommunity Settings 🗸	
		Community Clinics √ See also Outpatient Settings	
		End of Life Care in the Community $$ Use for hospices and palliative care	
		Home Care 🗸	
		Rehabilitation Centres \checkmark	
		Residential and Nursing Homes 🗸	
		DO NOT USE for hospices or palliative care School Health Services \checkmark	

Resource Example 1. Using Narrow Child term

Helping people with schizophrenia to quit smoking, Evidence Based Mental Health. 2015 Feb;18(1):14-5

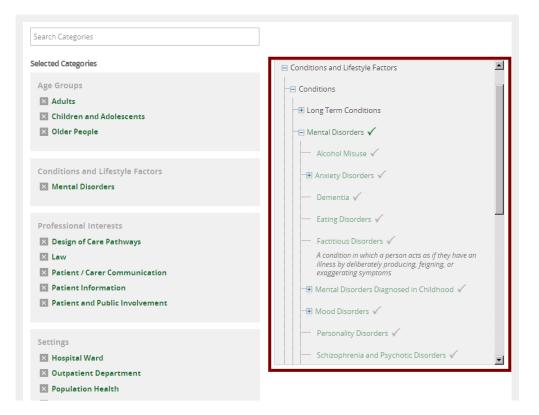
• This resource is about people with schizophrenia so only this narrow child term should be selected from under the broader parent term Mental Disorders.



Resource Example 2. Using Broader Parent Term

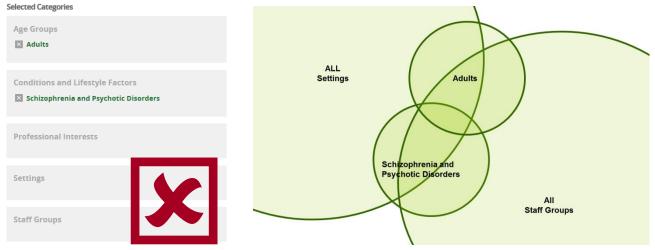
New Mental Health Act code of practice, Department of Health (2015)

- 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

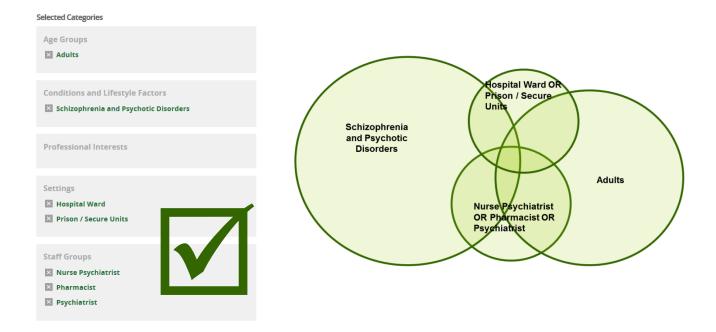


Resource Example 3. Don't leave Age Groups, Settings or Staff Groups "empty" Effects of first-generation antipsychotics versus second-generation antipsychotics on quality of life in schizophrenia: a double-blind, randomised study, The Lancet Psychiatry. 2016;3(8): 717 - 729

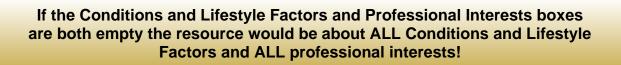
• Leaving the Settings and Staff Group empty in fact selects ALL Settings and ALL Staff Groups. This may results in the resource being sent to Members when it is not a good match to their professional interests.



• 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



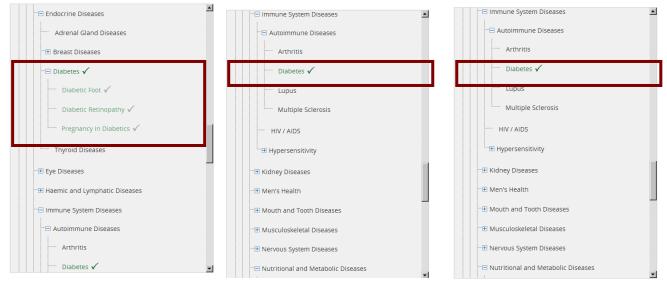
Categories restrict the resources selected, so even though the Conditions and Lifestyle Factors and Professional Interest boxes are empty, KnowledgeShare is in fact selecting ALL Conditions and Lifestyle Factors and ALL the Professional Interests for this resources. Only the Age Groups, Settings and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

elected Categories	
Age Groups	- Cong Term Conditions
Conditions and Lifestyle Factors	Asthma
X Diabetes	Bipolar Disorder
	Cancer
Professional Interests	Chronic Obstructive Pulmonary Disease
	Dementia
Settings	Diabetes 🗸
	Follopsy
Staff Groups	Hearing Disorders
	Line Discoss
	Hypertension
	Joint Diseases

And also selected:



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

egories	
Search Categories	
elected Categories	Image: Nutritional and Metabolic Diseases
Age Groups	- Metabolic Diseases 🗸
× Adults	── Dehydration ✓
	□ Diabetes ✓
Conditions and Lifestyle Factors	— Hypercalcaemia √
Metabolic Diseases	
	── Hyperglycaemia ✓
Professional Interests	── Hyperlipidaemia ✓
	Hypoglycaemia 🗸
Settings	E Nutrition Disorders
	- ⊞ Respiratory Tract Diseases
Staff Groups	As broader parent category selected, only
	the child term 'diabetes' is also selected,
	not the other multiple occurrences
	- Stroke
	□ I Urinary Tract Diseases

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

Categories		
COPD	×	
Selected Categories		
Age Groups Aduits		Conditions and Lifestyle Factors
Conditions and Lifestyle Factors		Chronic Obstructive Pulmonary Disease (copd)
Professional Interests		Physical Diseases Bespiratory Tract Diseases
Settings		Chronic Obstructive Pulmonary Disease (copd
Staff Groups		

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

	Selected Categories		
	Age Groups		
OR	Adults		
1000	🔀 Older People		
		AND	
	Conditions and Lifestyle Factors		
OR	Health Care Associated Infection		
	Sepsis		
		OR AND	
	Professional Interests		
OR	Patient Safety		
UR	🔀 Risk Management		
		AND	
	Settings		
	Hospital Ward		
OR	Intensive Care Unit		
		AND	
	Staff Groups		
_	Non-Clinical Professional		
OR	Nurse Specialist		

- 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.

Save Cancel Delete	
Matching members	
Dr Stephen Strange Consultant, Accident & Emergency, Maidstone Tunbridge Wells NHS Trust	
(Member at another LKS) Consultant, Acute Medical Unit, Brighton and Sussex University Hospitals NHS Trust	
(Member at another LKS) Librarian	
(Member at another LKS) Patient Information Project Manager, Sussex Cancer Network, NHS Brighton & Hove	
(Member at another LKS) Strategic Commissioner for Urgent Care and Short Term Services, Adults and Older People, NHS Brighton & Hove	
(Member at another LKS) Head of Library Services and Knowledge Management, Post Graduate Education Centre (PGEC), Surrey & Sussex Healthcare Ni	HS Trust

- 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. The resource is matched against Member interests and added to their Evidence Update email

Publish Resource					Published
Unpublished				-	
Published Unpublished					
	Delete	Save	Cancel		

• 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.

Publish Resource Unpublished			×	\square	Unpublished
	Delete Save	Cancel			

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

V	Sompensation for psychiatric harm after a mismanaged birth. Criffith R. British Journal of Midwifery 2017;25(7):470-471. [Aidwives 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
V	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 Austir 🛨

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.

Journal	Academic Emergency Medicine								
You cannot enter resources for this journal - either it has not been added to the system, or you do not have the appropriate permissions.									
ISSN	10696563, 15532712	Volume	30						
Authors	Brown B	Issue	7						
Year published	2023	Pages	698-708						
URL	https://onlinelibrary.wile	y.com/doi/10.1111/acem.14678							
Access restriction	Available with an NHS Op	penAthens password for eligible users	•						

You can still save these resources as Unpublished.

3.5 Newsletters

What is a Newsletter?

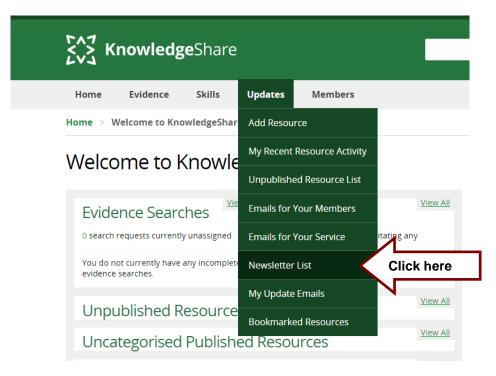
A newsletter allows Resources to be added to a report using their categories. Selection criteria allow the resources to be listed under header titles.

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
- o Mandatory field
- o Enter the title of the newsletter
- Description

Build Newsletter

Details		Details
Resource Selection Criteria	Title	
Select Resources		Evidence-based practice - May 2014
Skills Sessions	Description	Evidence-based practice resources for the acute environment.
Download		
Upload		
Output Options		
Select Members to Email		
Send Newsletter Emails		
Email Status		ii.
		Save Cancel
		Next (Resource Selection Criteria) »

• Click Save

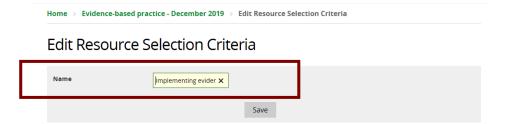
All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013 - 2021, BSUH NHS Trust

3.5.2 Resource Selection Criteria

• Click Add New Selection Criteria

Build Newsletter	
✓ Your changes have been saved.	
Details 🗸	Evidence-based practice - December 2019
Resource Selection Criteria	Resource Selection Criteria
Select Resources	Resources published since
Skills Sessions	Resources published since / / /
Download	tel tur Scherter Scherte
Upload	Add New Selection Criteria
Output Options	Save Cancel
Select Members to Email	
Send Newsletter Emails	« Previous (Details) Next (Select Resources) »
Email Status	

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



• 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.

lome > Evid	ence-based practio	e - December	r 2019 > Edit Resource	Selection Crit	teria		
Edit Res	source Se	lection	Criteria				
Name	þr	nplementing ev	ider X				
			Save				
Selected Ev	vidence Levels						^
Awa	ard	\checkmark	News	\checkmark	Report	\checkmark	
Boo	ok	\checkmark	Opinion	\checkmark	Research Fund	\checkmark	
	dence-Based	\checkmark	Original Research	\checkmark	Statistics	\checkmark	
	nmary	_	Patient & Public	\checkmark	Systematic Review /	\checkmark	
Gui	deline	\checkmark	Information		Meta-Analysis		
Leg	al Cases	\checkmark	Professional Development	\checkmark	Toolkit	\checkmark	~

• Click on a category or categories to pick resources to populate this section. Unlike Members or Resources a single category can be used.

Search Categories	
Selected Categories	TEInance and Procurement
Age Groups	
Conditions and Lifestyle Factors	
Professional Interests	
Implementing Evidence in Practice	Service Design and Commissioning
	Using Guidelines and Evidence
Settings	Evaluating Evidence
	Critical appraisal of evidence
Staff Groups	Finding the Best Evidence Literature Searching for evidence
	Implementing Evidence in Practice \checkmark
	Knowledge translation and guideline Implementation

• Some sample resources matching your selection: displays the selection of content of the section.

Туре	Title
Event	Accessing the Royal Marsden Manual of Clinical Nursing Procedures.
Event	The Future for School Nursing.
Book	Introduction to systemic and family therapy: a user's guide
Report	Adopting a multi-disciplinary approach to improve medicines accuracy in a general surgical ward.

Some sample resources matching your selection:

- Click Save when satisfied categorises are selecting resources you want.
- Repeat the Add New Selection Criteria process to add further sections to the newsletter.

Build Newsletter		
✓ Your changes have been saved.		
Details 🗸	Evidence-based practice - December 2019	
Resource Selection Criteria	Resou	rce Selection Criteria
Select Resources	Resources published since	
Skills Sessions	Resources published since / /	
Download		
Upload	✓ Implementing evidence in practice	
Output Options		
Select Members to Email	V Evaluating Evidence	
Send Newsletter Emails	✓ Finding the best evidence	
Email Status		
_	✓ <u>Diffusion of innovation</u>	
	Add New Selection Criteria	
L	Save Cancel	
	<u>« Previous (Details)</u>	xt (Select Resources) »

• 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

Build Newsletter								
✓ Your changes have been saved.								
Details 🗸	Evidence-based practice - Decem	nber	201	9				
Resource Selection Criteria				Re	sourc	e Sele	ection	Criteria
Select Resources	Resources published since							
Skills Sessions		0	Dec	~	201	9	~	0
Download				_	<u>'</u>]
Upload	✓ Implementing evidence in practice	Мо	Tu	We	Th	Fr	Sa	Su
Output Options								1
Select Members to Email	<u>Evaluating Evidence</u>	2	3 10	4	5 12	6 13	7 14	8
Send Newsletter Emails	✓ Finding the best evidence	16	10	18	12	20	21	22
Email Status	Think the best evidence	23	24	25			28	29
	✓ Diffusion of innovation	30	31					
	Add New Selection Criteria Save Can	cel						
	<u>« Previous (Details)</u>				Next	(Sele	ct Res	ources)

- Click Save
- 3.5.3 Select Resources

Build Newsletter

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

✓ Your changes have bee	n save	l.	
Details	\checkmark	Evidence-based practice - May 2014	
Resource Selection Criteria	\checkmark	Select Resour	rces
Select Resources		\rangle	
Skills Sessions		Using Guidelines and Evidence	
Download		\square Suboptimal vitamin D screening in older patients with compromised skeletal	
Upload		health.	
Output Options		🗆 Evaluation of a tailored, multi-component intervention for implementation of	
Select Members to Email		evidence-based clinical practice guidelines in primary care physical therapy: a non-randomized controlled trial.	
Send Newsletter Emails			
Email Status		\square Evidence-based case conference: Antidepressants during ECT	
		🗖 Neonatal jaundice	

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

✓ Your changes have bee	n save	ed.				
Details	\checkmark		Evidence-based prac	tice - May 2014	4	
Resource Selection Criteria	\checkmark					Skills Sessions
Select Resources	\checkmark					
Skills Sessions		>	Show me all sessions scheduled to take place			
Download		Í	before:			
Upload						
Output Options						
Select Members to Email				Save Cancel		
Send Newsletter Emails						
Email Status			<u>« Previous (Select Resources)</u>			Next (Download) »

• Click Save

3.5.5 Download

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

Build Newsletter

Deta

Reso Selection Skills Dow Uplo Outp

ils	\checkmark	Evidence-based practice - May 2014
urce Selection Criteria	\checkmark	Downl
ct Resources	\checkmark	
s Sessions		Implementing Evidence in Practice
nload	$ \supset $	
ad	\checkmark	Articles
out Options	\checkmark	The following journal articles are available from the Library and Knowledge Service electronically or
ct Members to Email	\checkmark	in print. Please follow links to access full text online, contact me to order copies, or call into your nearest library.
d Newsletter Emails	\checkmark	A systematic review of barriers to and facilitators of the use of evidence by policymakers.
il Status		BMC Health Services Research 2014;14(2): Full text freely available online
		Evolution Evidence
		Evaluating Evidence
		🛃 Download as Word Doc

3.5.6 Upload

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

Build Newsle	tte	r		
Details	\checkmark		Evidence-based	practice - May 2014
Resource Selection Criteria	\checkmark		Diasso upload a file	Upload
Select Resources	\checkmark		Please upload a file	
Skills Sessions			Choose File	
Download			Choose File	BrowseEvidence-based+pro_tice+-+May+2014.doc
Upload		\geq		Upload Click here
Output Options		Í.		Click liere
Select Members to Email			« Previous (Download)	N
Send Newsletter Emails				•
Email Status				

3.5.7 Output Options

3.5.7.1 Send Email to Members

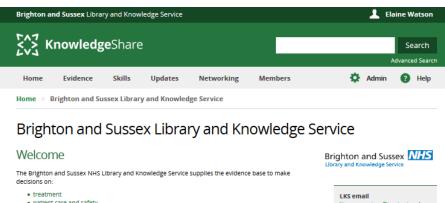
Check the box next to Send Email to Members then click Save

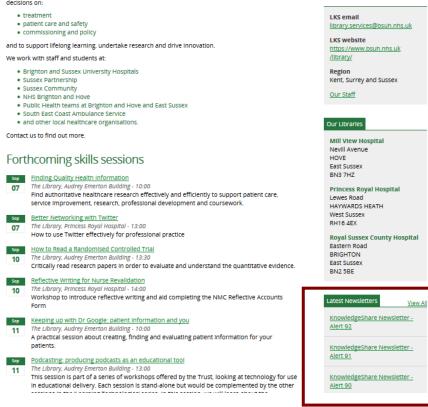
Build Newsletter

✓ Your changes have bee	n save	d.			
Details	\checkmark	E	vidence-based p	oractice -	May 201
Resource Selection Criteria	\checkmark	- 6			_
Select Resources	\checkmark	- 1			
Skills Sessions		. L	Send Email to members	되	
Download	\checkmark		Publish on system		
Ipload	\checkmark				
utput Options		\geq		Sav	e Cancel
elect Members to Email				_	
end Newsletter Emails		<u>a</u>	Previous (Upload)		
Fmail Statue					

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

Privacy Settings	
Who should be able to view your contact information?	
Librarians only	•
Who should be able to view your professional interests?	
Librarians only	•
Send me news and bulletins from my Library and Knowledge Service	

- 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.

Build Newslet	tter		
Your changes have bee	en saved		
Details	\checkmark	Evidence-based practice - Ma	y 2014
Resource Selection Criteria	\checkmark		Select Members to Email
Select Resources	\checkmark		
Skills Sessions		Organisations	Job Roles
Download	\checkmark	All Organisations	🗃 All job Roles 🗖
Upload	\checkmark		
Output Options	\checkmark	Professional Interests	
Select Members to Email		Add	Selected
Send Newsletter Emails			
Email Status			

	ive the newsletter they, or their library colleagues, I include the Job Roles:
Library and Knowledge	Service
Permission group	Library and Knowledge Service
Librarians	Brighton and Sussex
ob title	Primary location
Clinical Librarian	Royal Sussex County Hospital
	ords do include this field:

Organisation and Role	
Organisation	Job title
Brighton and Sussex University Hospitals NHS Trust	Consultant
Department	Job group
Accident & Emergency	Admin and Clerical
	Job role
	A&C Library Staff 🔹

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

 Your changes have been 	en save	ed.			
Details	1		Evidence-b	pased practice - May 2014	
Resource Selection Criteria	~		3195 recipients	Send Newsle	tter B
Select Resources	~				
Skills Sessions			Subject	Evidence-based practice - May 2014	
Download	~			Evidence-based practice - May 2014	
Upload	1		Email Body	Paragraph - B / U ANG # # # # (# (#) [[] []] ?	
Output Options	~			Dear ((Respiration))	-
Select Members to Email	~			Please find attached the Evidence-based practice - May 2014 nevsletter. This goes out bi-monthly to all our KnoeledgeShare members to help you keep up vith general healthcare matters by providing you vith all the latest guidelines.	
Send Newsletter Emails		>		vebsites, local baining courses on clinical effectiveness and research support and journal articles on health management issues in one place.	
Email Status			Insert brief datails 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.	-1

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**

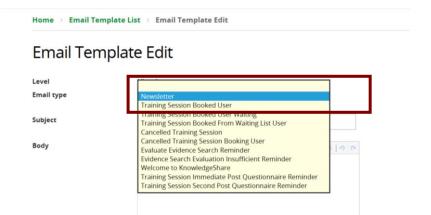
Brighton and Sussex Library and Knowledge Service								上 Knowledge Share		
	KnowledgeShare							Your Profile	1	
	KnowledgeShare						My Email Templates			ere
	Home	Evidence	Skills	Updates	Networking	Members	\$	Log out	N	

• Click Add new template

My email templates

<u>Add New Template</u> No Templates to display

- 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.

Build Newsletter

Details	\checkmark	Ev	idence-based practice - May 2014	
Resource Selection Criteria	\checkmark			Emai
Select Resources	\checkmark	Su	ccessful Emails:	_
Skills Sessions				
Download	\checkmark		Email Address	Result
Upload	\checkmark		olga.casey~bsuh.nhs.uk@lks.maldaba.co.uk	Email Sen
Output Options	\checkmark			Encol Con
Select Members to Email	\checkmark		stephanie.butler~bsuh.nhs.uk@lks.maldaba.co.uk	Email Sen
Send Newsletter Emails	\checkmark		charles.darley~bsuh.nhs.uk@lks.maldaba.co.uk	Email Sen
Email Status		>	caroline.roberts~nhs.net@lks.maldaba.co.uk	Email Sen

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 Li	st				
Start a new Newsletter					
	Newsletter Tile	÷	Sent Out On 🖨	Status 🖨	Actions 🖨
	Evidence-based practice - N	<u>1ay 2014</u>			<u>Copy</u> <u>Delete</u>

• 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

Details	✓	Evidence-based p	Stactice - May 201	(cop)	-	
Select Resources	~	Resources published since	17 / 04 / 2014		Resource Selection Criteria	
Skills Sessions Download	~	P Implementing E	Build Newsle	etter		
Upload Output Options	\checkmark	Evaluating Evide	Details	>	Evidence-based	practice - May 2014 [Copy]
Select Members to Email Send Newsletter Emails		Finding the Best	Resource Selection Criteria Select Resources	a √ √		De
Email Status		Using Guideline:	Skills Sessions		Title	Evidence-based practice - May 2014 [Copy]
		Add New Selection Crit	Download	\checkmark	Description	Evidence-based practice resources for the acute environment
			Output Options	\checkmark		
			Select Members to Email	~		
			Send Newsletter Emails			

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

Build Newsletter



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 Lis	st			
Start a new Newsletter				
	Newsletter Tile	Sent Out On 🖨	Status 🖨	Actions 🖨
-	Evidence-based practice - May 2014			<u>Cony Delete</u>

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								Au	gust 2	020		
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						
		Sept	ember	2020					Oct	ober 2	020		
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					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?

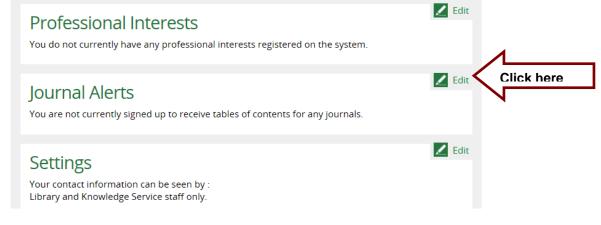
A single email was thought this would be preferable to having multiple emails come through, each with a different journal. Early feedback is that having all journals listed in a single email once a month is too much content in a single email. Based on the feedback on-going development will look at splitting 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

Home \rightarrow My Members \rightarrow Dr Walter Bray \rightarrow Manage Journal Alerts for Dr Walter Bray

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal	Add To List	
	Academic Emergency Medicine	~
Assigned librarian	Addiction	
	Administration and Policy in Mental Health and Mental Health Services Research	
	American Journal of Kidney Diseases	
My Journals	American Journal of Psychiatry	
No journals subscribed to	Annual Review of Public Health	
	Autism	~

- 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

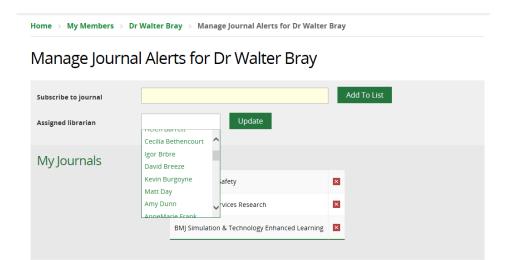
Home > My Members > Dr Walter B	Bray > Manage Journal Alerts for Dr Walter	Bray
Manage Journal Ale	rts for Dr Walter Bray	
Subscribe to journal	Update	Add To List
My Journals	BMJ Quality & Safety BMC Health Services Research BMJ Simulation & Technology Enhanced Learning	2

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
 - $\circ~$ 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



- Click **Update** to add the Assigned Librarian
- Click OK for pop up message Assigned Librarian has been changed

Home > My Members > Dr Walter	Bray \rightarrow Manage Journal Alerts for Dr Walter Bray
Manage Journal Ale	rts for Dr Walter Bray
Subscribe to journal	Add To List
Assigned librarian	
My Journals	Assigned Librarian has been changed. BMJ Q
	BMC Health Services Research Image: Comparison of the service of t

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

Brighton a	nd Sussex Libra	iry and Know	vledge Service			💄 Knowledge Share		
5A7 V	nowlode	-Char	_			Your Profile	٨	
LVJ K	nowledg	gesnare	2			My Email Templates		lick here
Home	Evidence	Skills	Updates	Networking	Members	\$ Log out	N	

• 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

Email Tem	iplate Edit
Level	
Email type	Journal Subscription Newsletter
Subject	Training Session Booked Oser Training Session Booked User Waiting
Body	Training Session Booked From Waiting List User Cancelled Training Session Cancelled Training Session Booking User
	Cancelled Training Session Booking User Evaluate Evidence Search Reminder
	Evidence Search Evaluation Insufficient Reminder

- In the Subject add
 - o 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

Brighton a	nd Sussex Libra	L Knowledge Share				
547 V	nowloda	•Char	_			Your Profile
	nowledg	esnare	2			My Email Templates Click here
Home	Evidence	Skills	Updates	Networking	Members	Log out

• Click JournalSubscription

My Email Templates

Add new template

<u>CurrentAwareness</u>	
EvidenceSearchCompletedReport	
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

My Journals			
	BMC Health Services Research	×	
	BMJ Quality & Safety	×	Click here
	BMJ Simulation & Technology Enhanced Learning	×	

- 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)

Professional Interests You do not currently have any professional interests registered on the system.	Edit
Journal Alerts You are not currently signed up to receive tables of contents for any journals.	Edit Click here
Settings Your contact information can be seen by : Library and Knowledge Service staff only.	Edit

- 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

Home \rightarrow My Members \rightarrow Dr Walter Bray \rightarrow Manage Journal Alerts for Dr Walter Bray

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal	Library World Journal	Add To List
Assigned librarian	Igor Brbre Update	
	Please select a journal from the list or contact your library and added.	l knowledge service to request a journal is

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

S NCBI Resourc	ces 🖂 Ho	ow To 🗹		<u>Sign in to NCBI</u>
NLM Catalog Hom	ne Hel	р		
NLM Catalog Ac	dvanced	d Search Builder		
BI	MJ Open	Quality[Journal]		
Ed	<u>dit</u>			Clear
Bu	uilder			
	J	ournal	BMJ Open Quality O Show index list	
A	ND - A	All Fields	O O Show index list	
	Search	or <u>Add to history</u>		

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



- When the journal is marked as current indexed on MEDLINE, then email <u>bsuh.knowledgeshare@nhs.net</u> to request this journal is added to the TOC journal list. You will be emailed back when it is added to the list.
- 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
- Journals previous found not currently indexed on MEDLINE are also listed on the 'Unavailable TOC' tab of the <u>Journal Table of Contents (TOCs) spread</u> <u>sheet.</u>

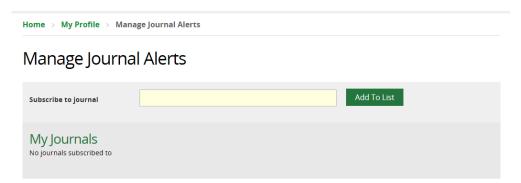
3.6.5 Members adding a Journal TOC Alerts

Member navigates to their profile page by clicking Your Profile





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



- 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 Jour	nal 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

Home \rightarrow My Profile \rightarrow Manage Journal Alert	S
Manage Journal Alerts	
Subscribe to journal	Add To List
My Journals	<u> </u>
	Critical Care Medicine
	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
 - o 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

Home ightarrow My Members ightarrow Dr Walter Bray ightarrow Manage Journal Alerts for Dr Walter Bray Manage Journal Alerts for Dr Walter Bray Subscribe to journal Assigned librarian Update Cecilia Bethencourt ~ Igor Brbre My Journals David Breeze Kevin Burgoyne × afety Matt Day Amy Dunn vices Research × AnneMarie Fran BMJ Simulation & Technology Enhanced Learning

- Click Update to add the Assigned Librarian
- Click OK for pop up message Assigned Librarian has been changed

Home ightarrow My Members ightarrow Dr Walter Bray ightarrow Manage Journal Alerts for Dr Walter Bray

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal	Add To List
Assigned librarian	Igor Brbre Message from webpage
My Journals	
	BMC Health Services Research
	BMJ Simulation & Technology Enhanced Learning