



Updates

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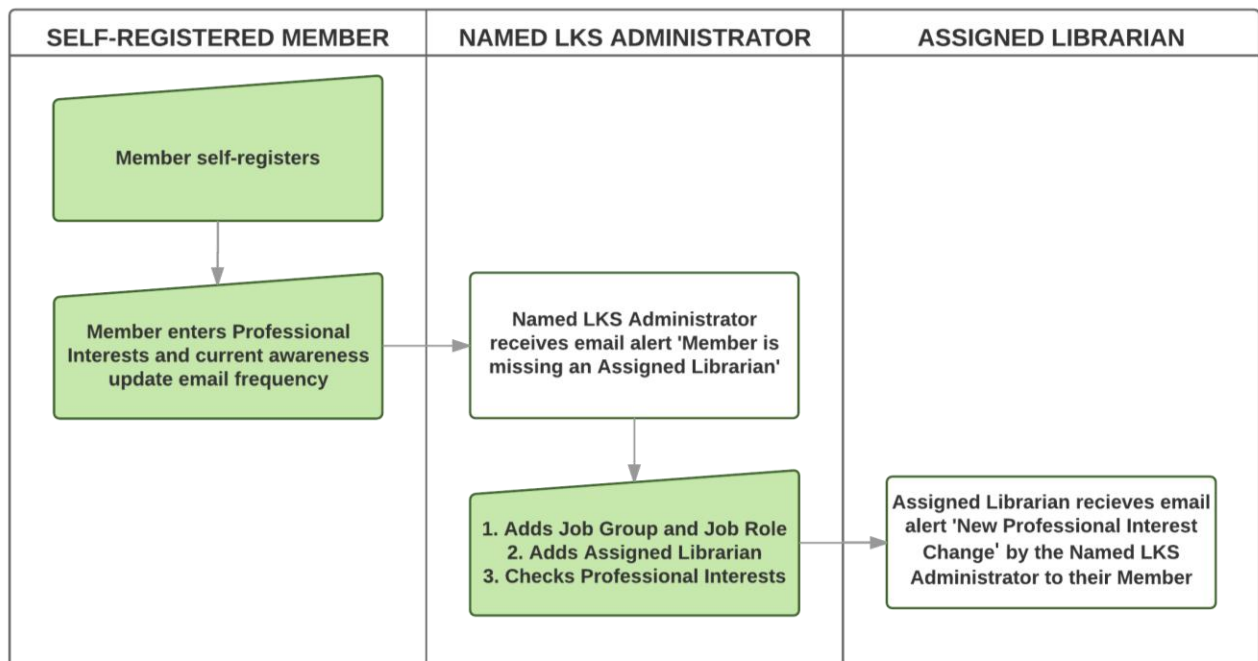


Updates

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

This page is showing public data. To access protected content you must be logged in using OpenAthens.

[Log in](#) [Sign up for OpenAthens](#)

KnowledgeShare

Search

Advanced Search

Home

Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

KnowledgeShare connects health care staff with their local NHS library and knowledge service. In the future, KnowledgeShare users will also be able to find colleagues with shared interests, helping you to spread innovation and collaborate on service improvement.

[Find out more about KnowledgeShare.](#)

In order to access the KnowledgeShare system you need to log in using your OpenAthens ID.

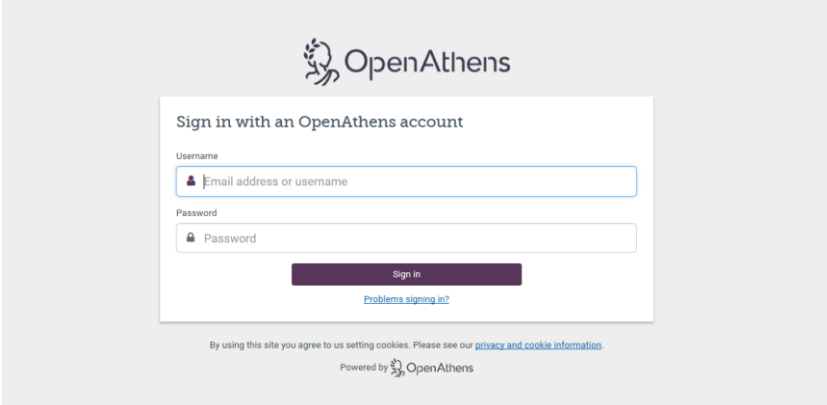
- [Click here to log in with your OpenAthens ID](#)

[No OpenAthens ID? Contact your local Library and Knowledge Service](#)

[About](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [Accessibility](#) | [Credits](#)

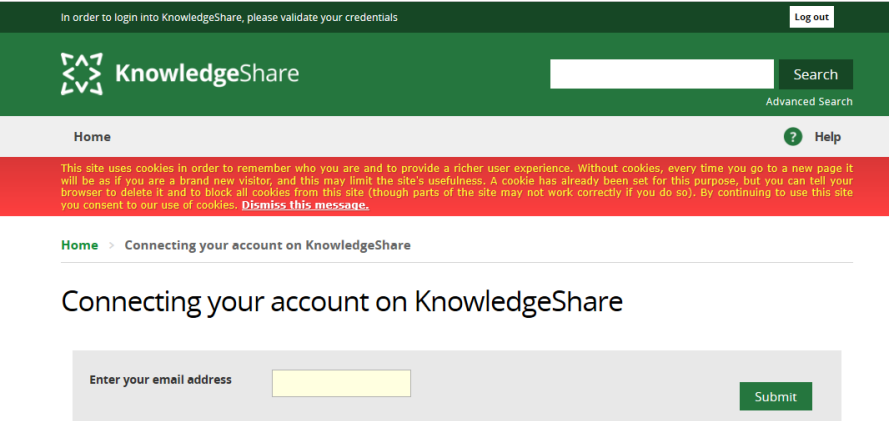
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- The Member is then given the option to enter their NHS OpenAthens username and password



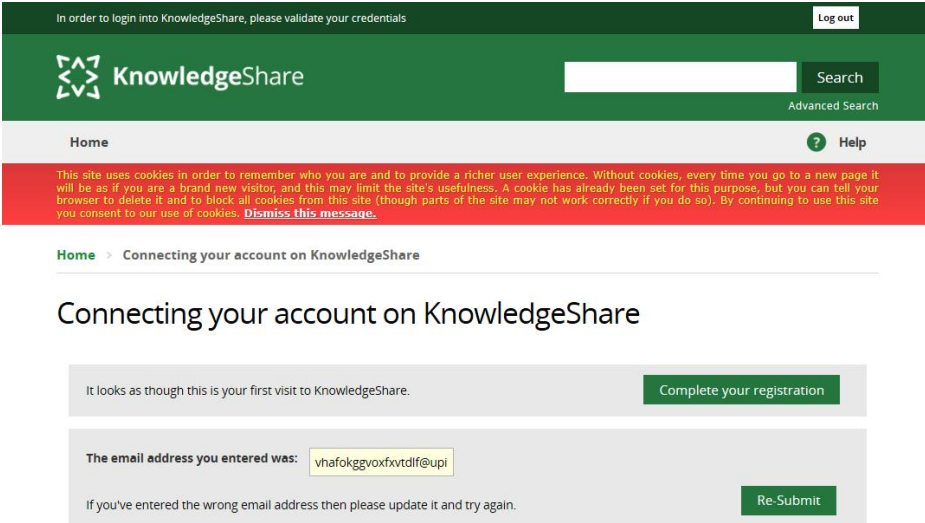
The image shows the OpenAthens sign-in interface. At the top is the OpenAthens logo. Below it is a white box titled "Sign in with an OpenAthens account". Inside this box are two input fields: "Username" with a placeholder "Email address or username" and "Password" with a placeholder "Password". Below the password field is a "Sign in" button and a link "Problems signing in?". At the bottom of the page, there is a small text line: "By using this site you agree to us setting cookies. Please see our [privacy and cookie information](#)." and "Powered by OpenAthens".

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



The image shows the KnowledgeShare interface. At the top is a green header with the KnowledgeShare logo, a search bar, and a "Log out" button. Below the header is a red banner with a cookie notice. The main content area is titled "Connecting your account on KnowledgeShare". It features a form with the label "Enter your email address" and a yellow input field. To the right of the input field is a green "Submit" button.

- If the email does not match a record the Member is then given the option to **Complete your registration** or to re-submit their email address



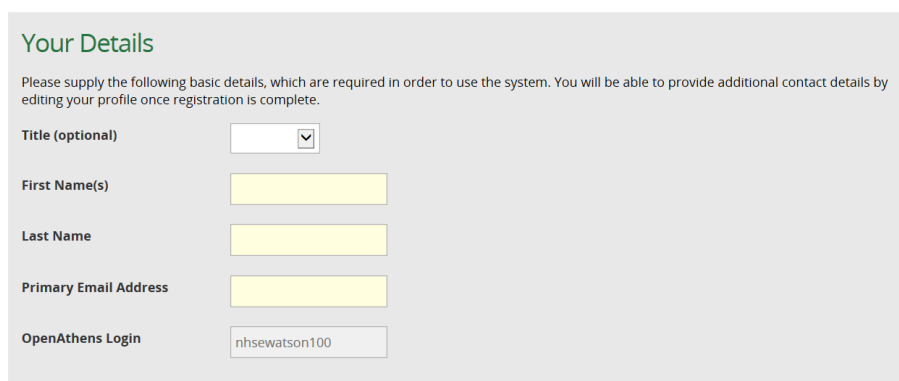
The image shows the KnowledgeShare interface after a failed login attempt. It features the same header and cookie notice as the previous form. The main content area is titled "Connecting your account on KnowledgeShare". It displays a message: "It looks as though this is your first visit to KnowledgeShare." with a green "Complete your registration" button. Below this, it shows "The email address you entered was:" followed by a yellow input field containing the email "vhafokgevoxvxtldif@upi". At the bottom, there is a message: "If you've entered the wrong email address then please update it and try again." with a green "Re-Submit" button.

- The Member is asked to complete their details

- Title (optional)
 - *Mandatory field*
- First Name(s)
 - *Mandatory field*
- Last Name
 - *Mandatory field*
- Primary Email Address
 - *Mandatory field*

Registration

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



Your Details

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

Title (optional)

First Name(s)

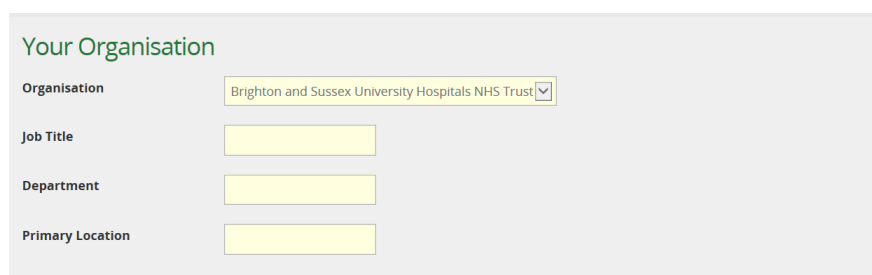
Last Name

Primary Email Address

OpenAthens Login

- The Member is asked to complete details about their role

- Job Title
 - *Mandatory field*
- Department
 - *Mandatory field*
 - The Member can only pick departments from the list
- Primary Location
 - *Mandatory field*
 - The Member can only pick locations from the list



Your Organisation

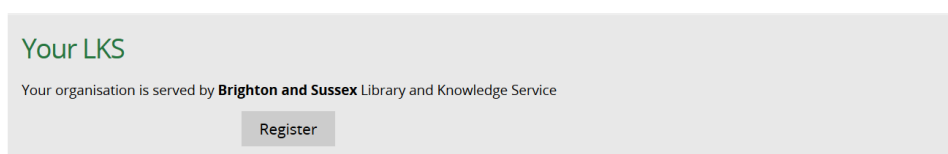
Organisation

Job Title

Department

Primary Location

- The Member then clicks **Register**



Your LKS

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

- The member is then taken to their Privacy Notice page

KnowledgeShare Search Advanced Search

Home Evidence Skills Updates Networking ? Help

Home > Privacy Notice

Privacy Notice

✓ Your changes have been saved.

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Library and Knowledge Service. For further information on how your information is used, how we keep it secure, and your rights to access it, read our [Privacy Policy](#).

KnowledgeShare helps to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose.

If you agree please select the appropriate option:

Who should be able to view your contact information?

Librarians only

We would also like to contact you occasionally by email.

Please tick if you are happy to be contacted regarding any of the following:

Send me news and bulletins from my Library and Knowledge Service ☐

A colleague invites me to join a community of practice ☐

A colleague with shared interests joins KnowledgeShare ☐

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

KnowledgeShare Search Advanced Search

Home Evidence Skills Updates Networking ? Help

Home > My Profile > Your Professional Interests

Your Professional Interests

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

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

I would like to receive personalised update emails: Never

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

I am happy for my professional interest to be seen by: Librarians only

How did you find out about current awareness?

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

Save Changes

Search Categories

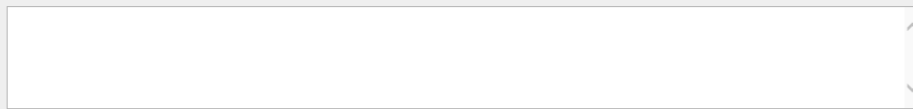
3.0.1.1 Professional Interests page questions

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

Your Professional Interests

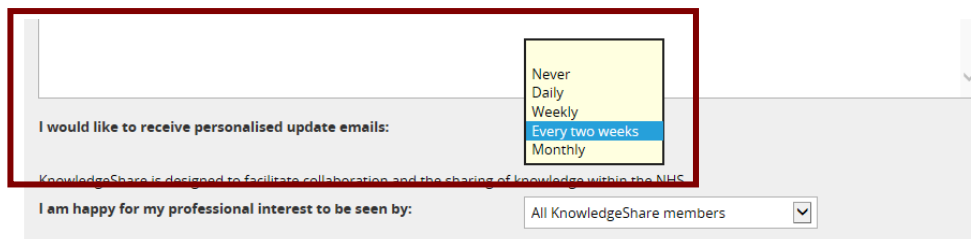
We can use your professional interests to provide you with targeted evidence updates from high-impact health care publications. You can also choose to let other KnowledgeShare members find you based on your professional interests, in order to facilitate collaboration.

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



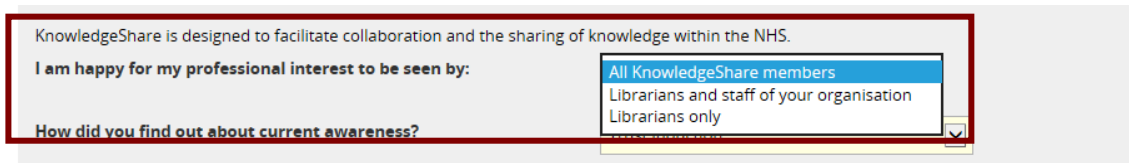
- how often they would like to receive their update emails from the pull down list:

- Never
- Daily
- Weekly
- Every two weeks
- Monthly



- 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



- 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

I would like to receive personalised update emails:

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

I am happy for my professional interest to be seen by:

How did you find out about current awareness?

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

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

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

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

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 administrator is the member of staff listed as the Administrator on the Admin>Manage LKS page for your service

Home > LKS List > Brighton and Sussex > Edit

Edit

| | |
|--|---|
| LKS name Brighton and Sussex | LKS subtitle Library and Knowledge Service |
| Region Kent, Surrey and Sussex | Administrator Ben Skinner |
| LKS website www.bsuh.nhs.uk/library | LKS email 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

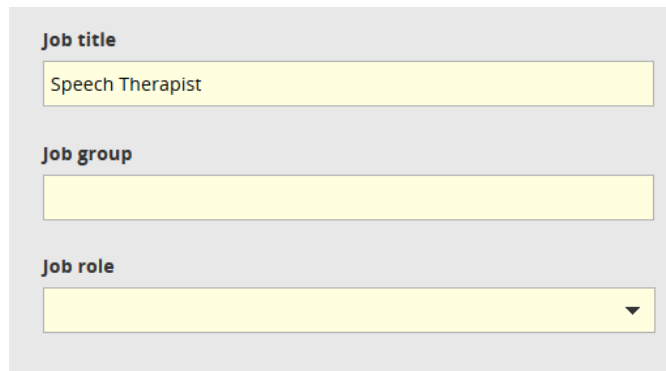
Dear Ben,

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

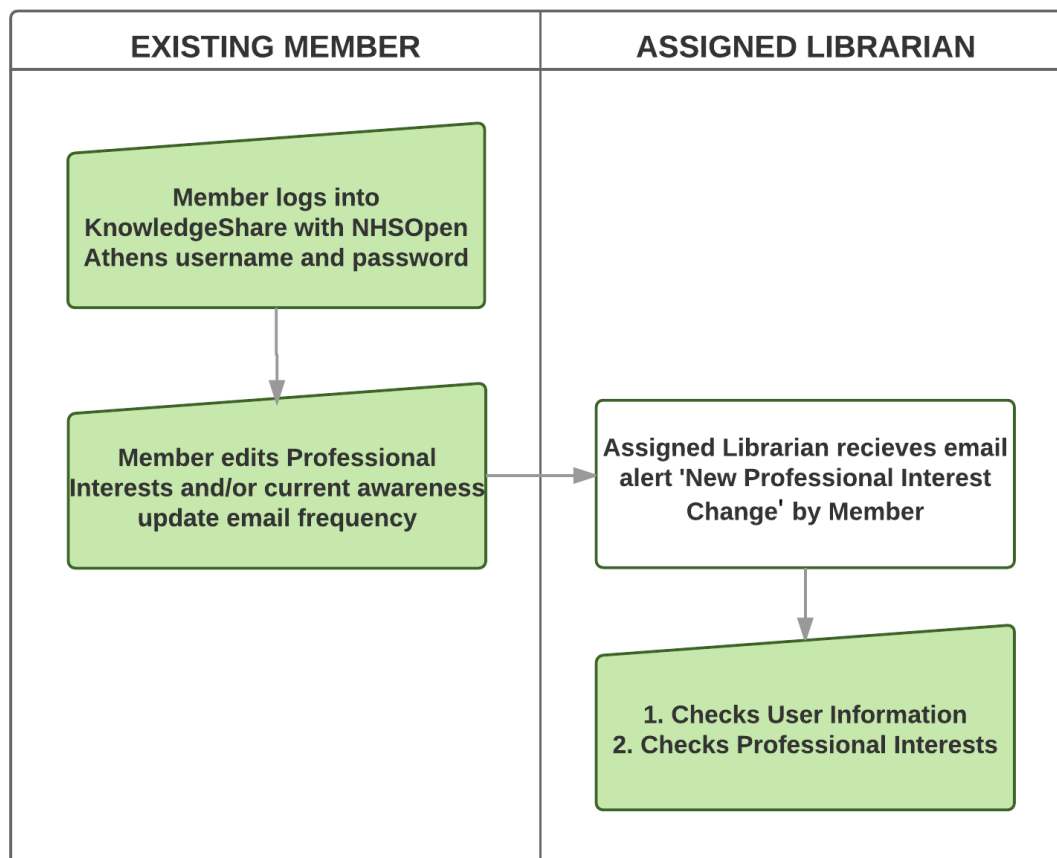


The screenshot shows a form with three sections, each with a label and a corresponding input field:

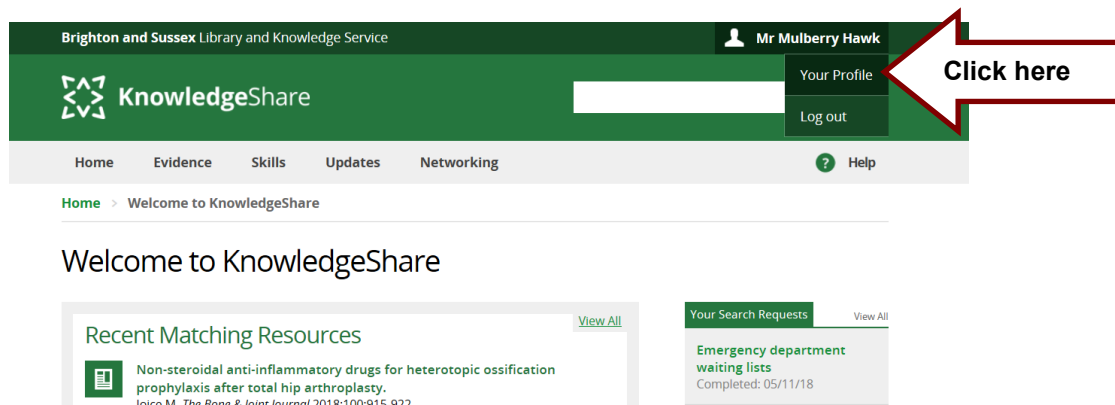
- Job title**: A text input field containing the text "Speech Therapist".
- Job group**: A text input field that is currently empty.
- Job role**: A dropdown menu that is currently empty, with a small downward arrow on the right side.

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 Hawk

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



- 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**

KnowledgeShare Search
Advanced Search

Home Evidence Skills Updates Networking Help

Home > My Profile > Your Professional Interests

Your Professional Interests

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

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

I would like to receive personalised update emails:

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

I am happy for my professional interest to be seen by:

How did you find out about current awareness?

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

Save Changes

- The member clicks **Save Changes**

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

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

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

Dear Rachel Playforth,

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

Changes were made to the professional interest text field.

The previous value was:

Knee surgery

and it was changed to:

Adult hip and knee surgery and postgraduate education including simulation

You can see their professional interest page

at: https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=12404&SavedSearchID=8577

Best Regards,
KnowledgeShare

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

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

System Level Template: NewProfessionalInterestChange

Subject Line: New Professional Interest Change

Dear Elaine Watson,

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

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

You can see their professional interest page

at: https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=15413&SavedSearchID=11126

Regards,
KnowledgeShare

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

- There are a number of actions that need to be taken by library staff after the email alert:
 1. Check User Information page is correct
 - Click Edit next to the User Information selection
 - Checks User Information
 2. On the professional interest page check categories capture requested professional interests

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

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

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

Dear Elaine Watson,

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

Changes were made to the professional interest text field.

The previous value was:

Blank

and it was changed to:

Diabetes, acute medicine. Elderly.

The current awareness frequency option has changed from: 'Never' to 'Every two weeks'.

You can see their professional interest page at:

https://www.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=17269&SavedSearchID=12919

Regards,
KnowledgeShare

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

3.1 Adding categories for a Member

What is a category?

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

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

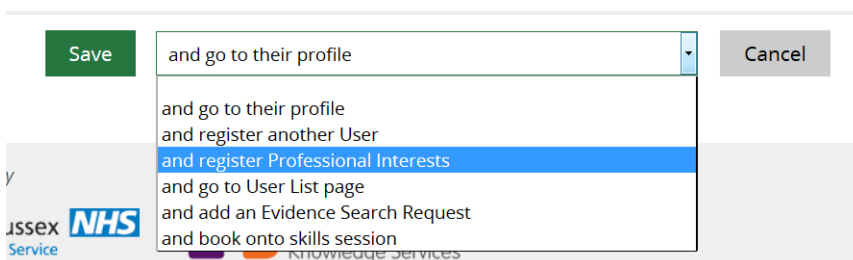
Hospital Settings [*parent term*]
Emergency Department [*child term*]
Hospital Ward [*child term*]
Intensive Care Unit [*child term*]
Outpatient Department [*child term*]

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

3.1.1 Go to a Members Professional Interest

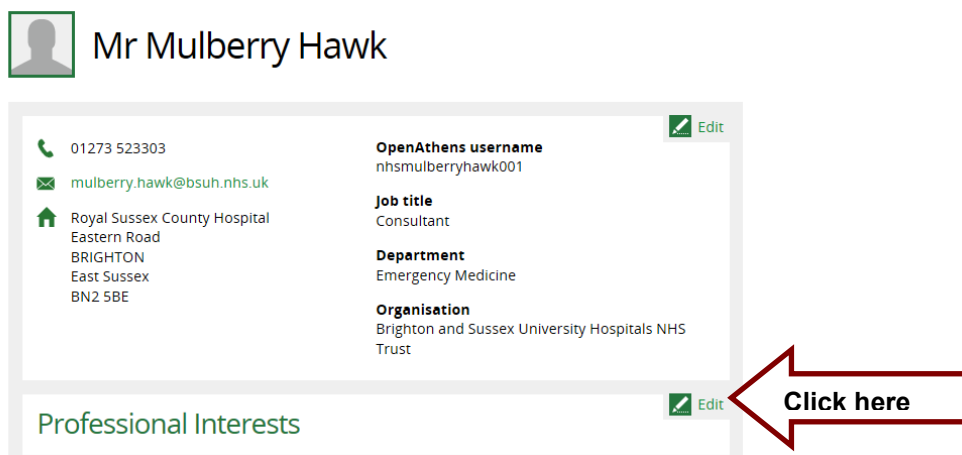
3.1.1.1 Go to a Members Professional Interest page of a new member

- For a new Member, after adding their user information at the bottom of the page, select **and register professional interests** from the drop down menu and click **Save**



3.1.1.2 Go to the Professional Interest page of an existing member

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



3.1.2 Professional Interests Page Questions

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

- The free text box under the text 'Enter your interests here or use the categories below' allows members to enter their professional interests without having to use the categories.
- This box has no functionality and doesn't convert text to categories

Mr Mulberry Hawk's Professional Interests

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

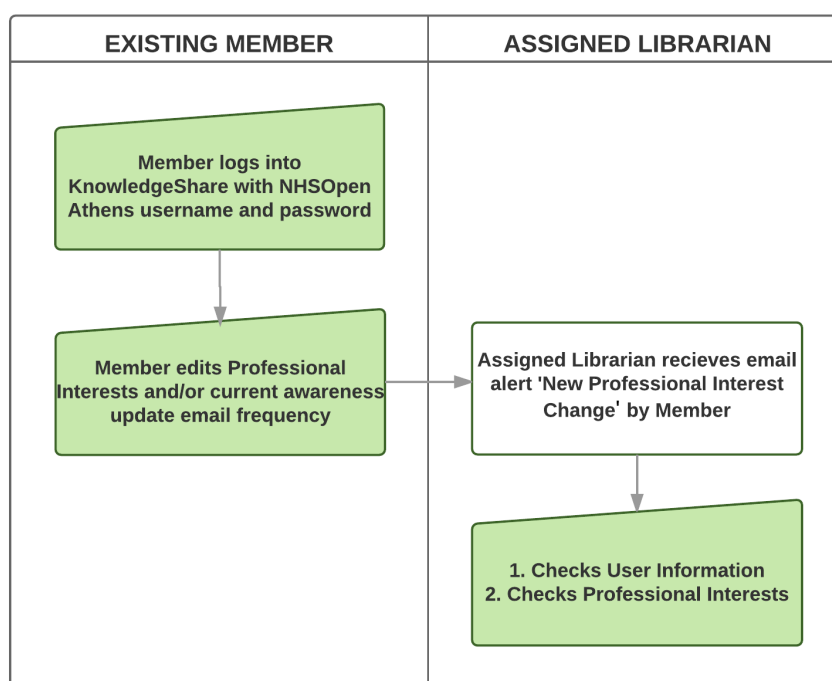
Enter your interests here or use the categories below. Be as specific as you like and [contact us](#) for advice on getting the best results.

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

I would like to receive personalised update emails: Monthly

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

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



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

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

Dear Rachel Playforth,

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

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

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

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

Regards,
KnowledgeShare

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

- There are a number of actions that need to be taken by library staff after the email alert:
 1. Check User Information page is correct
 - Click Edit next to the User Information selection
 - Checks User Information
 2. On the professional interest page check categories capture requested professional interests

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

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

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

Dear Elaine Watson,

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

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

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

Regards,
KnowledgeShare

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

3.1.2.4 I would like to receive personalised update emails

- I would like to receive personalised update emails
 - *Mandatory*
 - *Default Never*
 - Select one of the options from the pull down list:
 - Never
 - Daily
 - Weekly
 - Every two weeks
 - Monthly
- The selection is synchronised with the other occurrences of this question on the:
 - Member Settings page on the Communications tab

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

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

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

Dear Elaine Watson,

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

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

You can see their professional interest page

at: https://staging.knowledgeshare.nhs.uk/index.php?PageID=saved_search_edit&ForUserID=15413&SavedSearchID=11126

Regards,
KnowledgeShare

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


- There are a number of actions that need to be taken by library staff after the email alert:
 1. Check User Information page is correct
 - Click Edit next to the User Information selection
 - Checks User Information
 2. On the professional interest page check categories capture requested professional interests





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


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

I am happy for my professional interest to be seen by:

- I am happy for my professional interest to be seen by
 - *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

 Mr Mulberry Hawk

| | |
|---|--|
|  01273 523303 |  Edit |
|  mulberry.hawk@bsuh.nhs.uk | OpenAthens username nhselaine.watson001 |
|  Royal Sussex County Hospital Ward 4B BRIGHTON East Sussex BN2 5BE | Job title Consultant |
| | Department Accident & Emergency |
| | Organisation Brighton and Sussex University Hospitals NHS Trust |

Professional Interests 

Age Groups
Adults

Conditions and Lifestyle Factors
Cardiovascular Diseases

Professional Interests
Waiting Times

Settings
Emergency Department

Staff Groups
Medic

- Display for 'Librarians only'



- 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 happy for my professional interest to be seen by: All KnowledgeShare members

Assigned Librarian Elaine Watson

How did you find out about current awareness?

- 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 | <input checked="" type="checkbox"/> |

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

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

| | |
|--|-------------------------------------|
| Receive additional bulletins or news from my library and knowledge service | <input checked="" type="checkbox"/> |
| Save Changes | |

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

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

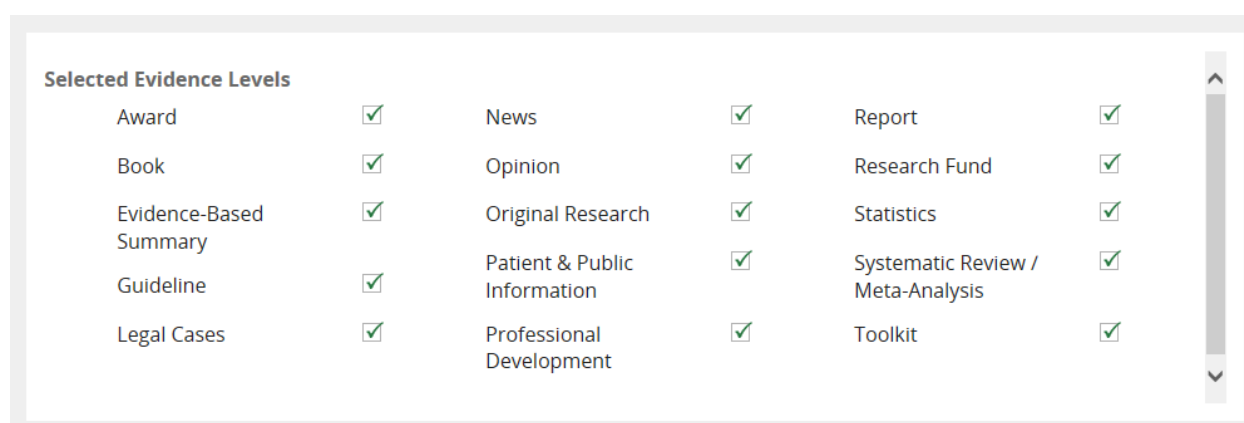
3.1.3 Selected Evidence Levels

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.



3.1.3.1 Evidence level descriptions

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

| | | |
|------------------------------|---|--|
| | 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 deal |
| Opinion | Healthcare related opinion piece | Towards evidence based medicine for paediatricians Acupuncture and My Search for Chronic Pain Treatments |
| Original Research | Article reporting a trial, observational study, case report etc | Incidence of unipolar and bipolar depression, and mania in adults with intellectual disabilities: prospective cohort study GP leadership in clinical commissioning groups: a qualitative multi-case study approach across England |
| Patient & Public Information | Resource designed for patients or the public | Abdominal hysterectomy Teeth - the Musical |
| Professional Development | Professional development opportunity including face to face training and e-learning | Updated e4Equipment e-learning programme School Nurses conference and exhibition 2018 |
| Report | Institutional publications that do not fall into the other categories | Innovative Models of General Practice |
| Research Fund | Details of research grants or funding | Large Grants competition 2018 |

| | | |
|----------------------------------|---|--|
| | | Cancer research and global health initiative |
| Statistics | Statistical reports, data tables etc | NHS Maternity Statistics, England 2016-17 Migration Statistics Quarterly Report: February 2018 |
| Systematic Review/ Meta-Analysis | Systematic review and/or meta-analysis, or other comprehensive review with stated methodology | 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 |
| <p>Dear Dr Boldwood</p> <p>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</p> <p>Evidence-Based Summary</p> <p>How can nausea and vomiting be treated during pregnancy? Specialist Pharmacy Service (SPS); 2019. https://www.sps.nhs.uk/articles/how-can-nausea-and-vomiting-be-treated-during-pregnancy-2/ [This Medicines Q&A includes information on the efficacy and safety of antihistamines (promethazine, cyclizine, prochlorperazine), domperidone, metoclopramide, and Xonvea® (a combination of ondansetron and granisetron) in pregnancy.] Freely available online</p> <p>Guidelines</p> <p>RCM Midwifery Blue Top Guidance: Midwifery care for induction of labour Royal College of Midwives (RCM); 2019. https://www.rcm.org.uk/media/3552/midwifery-care-for-induction-of-labour-at-2019-16pp_2.pdf [This document comprises a summary of the evidence and recommendations for the midwifery care of women for induction of labour (IOL). There are very important reasons why women may Induction is one of the most common interventions offered to pregnant women in the UK, with almost a third of all women reported to have their labours induced in 2018] Freely available online</p> <p>News</p> <p>No link found between caesarean section and obesity in boys. NHS Behind the Headlines; 2019. https://www.nhs.uk/news/obesity/no-link-found-between-caesarean-section-and-obesity-boys/ [The recent 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 caesarean likely to grow up overweight. However, this latest study suggests that may not be true.] Freely available online</p> <p>Original Research</p> <p>Patient blood management (PBM) in pregnancy and childbirth: literature review and expert opinion. Surbek D. Archives of Gynecology and Obstetrics 2019; doi: 10.1007/s00404-019-05374-8. [PBM in 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 and anaesthesiologists, to improve pregnancy outcome and optimize resources.] Freely available online</p> <p>Professional Development</p> <p>Clinical and Education Supervisors course. [This one-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 accreditation as trainers. £300, includes catering and resources.] Brighton & Sussex Medical School</p> |

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

Search Categories

Selected Categories

Age Groups
☒ Adults

Conditions and Lifestyle Factors

Professional Interests

Settings

Staff Groups

Categories are selected from the expandable lists in the left column

Age Groups
 Children and Adolescents
 Neonates
 Older People

Conditions and Lifestyle Factors

Professional Interests

Settings

Staff Groups

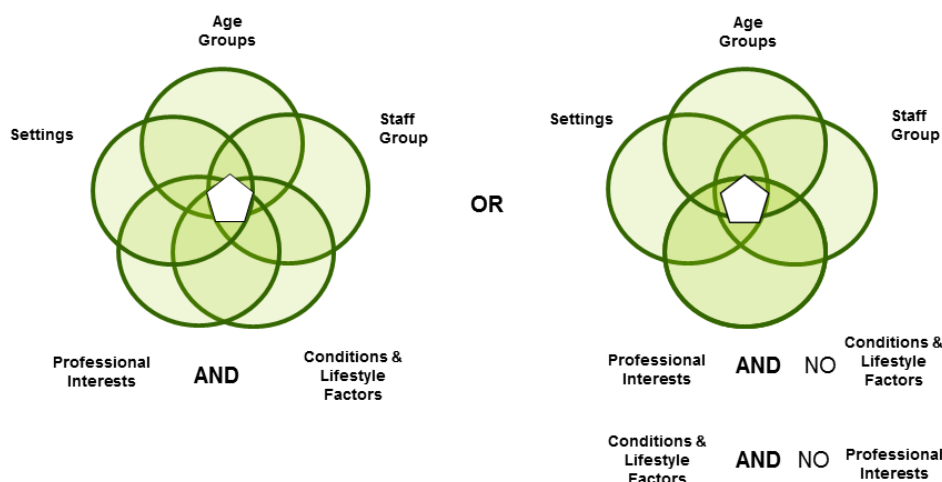
Categories selected for the Member are displayed in the right column

- Each box has categories about areas of professional interest:

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

- The combination of the terms creates a unique search that will pull in Resources that match the Members interests.
- Within each of the boxes the terms are combined using an OR operator
- Between each box the terms are combined using an AND operator

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



Selected Categories

Age Groups

☐ OR ☒ Adults ☒ Older People

Conditions and Lifestyle Factors

☐ OR ☒ Dementia

Professional Interests

☐ OR ☒ Falls Prevention ☒ Safeguarding

Settings

☐ OR ☒ Hospital Ward ☒ Outpatient Department

Staff Groups

☐ OR ☒ Non-Clinical Professional ☒ Nurse ☒ Nurse Specialist

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

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

OR within categories, i.e.:

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

3.1.8.1 Be Specific

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

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

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

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

The screenshot shows a settings menu with the following options:

- Settings
 - Armed Forces
 - Community Settings ✓**
 - Community Clinics ✓
See also Outpatient Settings
 - End of Life Care in the Community ✓
Use for hospices and palliative care
 - Home Care ✓
 - Rehabilitation Centres ✓
 - Residential and Nursing Homes ✓
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).

Selected Categories

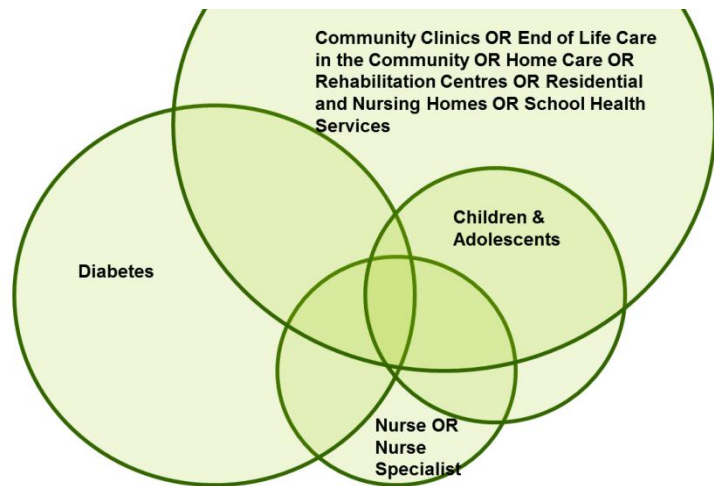
Age Groups
☒ Children and Adolescents

Conditions and Lifestyle Factors
☒ Diabetes

Professional Interests

Settings
☒ Community Settings

Staff Groups
☒ Nurse
☒ Nurse Specialist



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.

Selected Categories

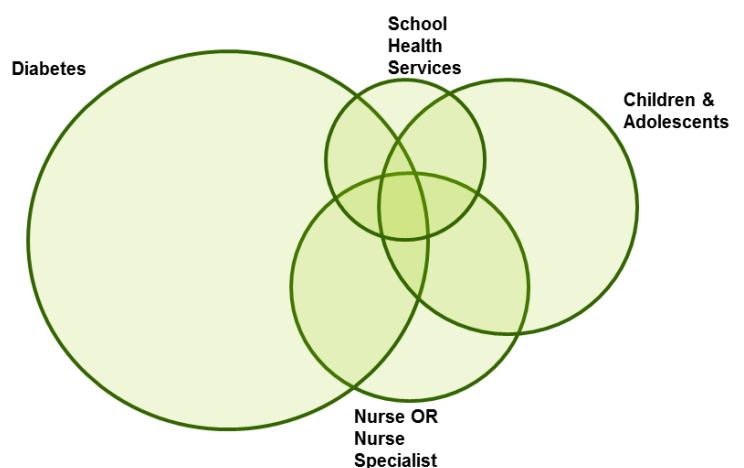
Age Groups
☒ Children and Adolescents

Conditions and Lifestyle Factors
☒ Diabetes

Professional Interests

Settings
☒ School Health Services

Staff Groups
☒ Nurse
☒ Nurse Specialist



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

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

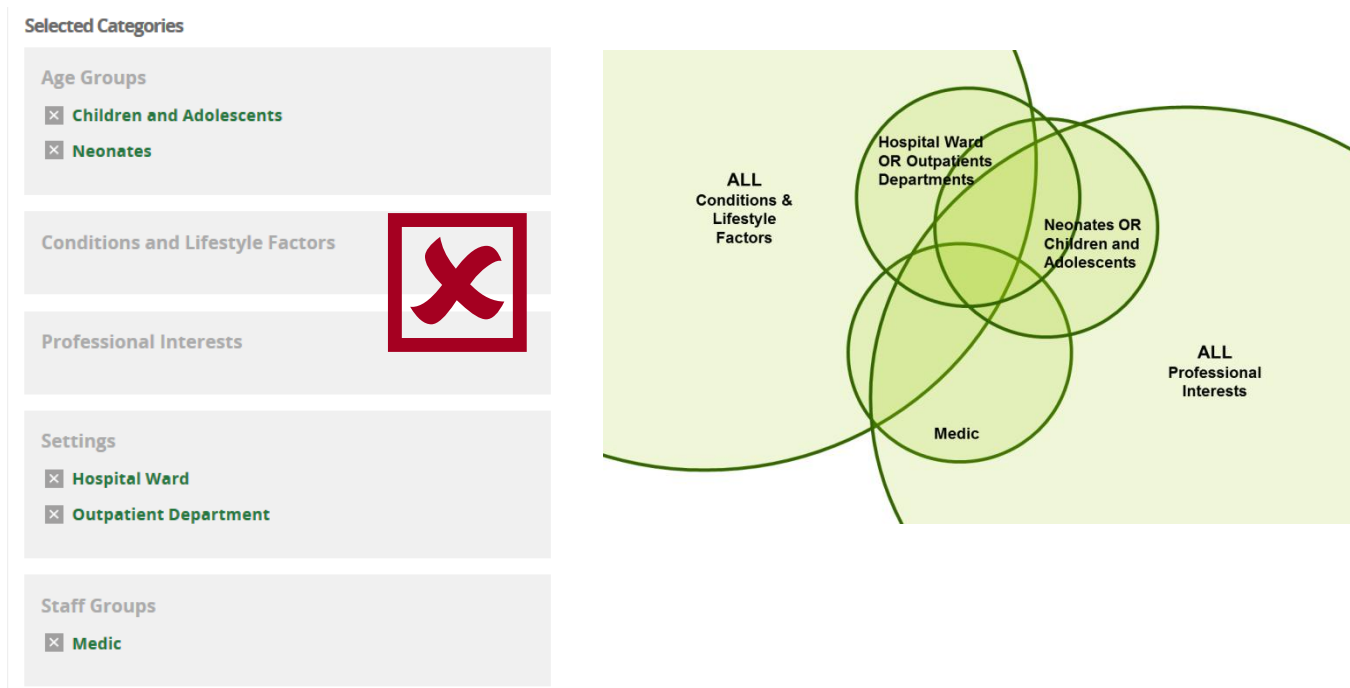
From this members request form we can see this paediatrics consultant wants resources on their speciality

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

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

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

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



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

Selected Categories

Age Groups

- ☒ Children and Adolescents
- ☒ Neonates

Conditions and Lifestyle Factors

- ☒ Physical Diseases

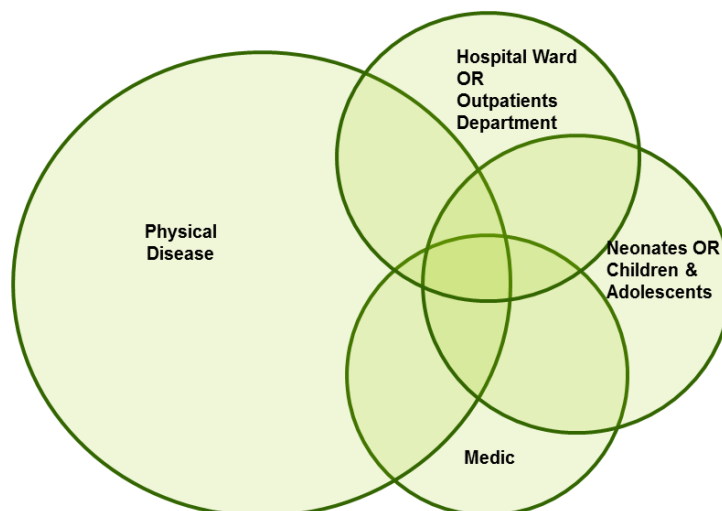
Professional Interests

Settings

- ☒ Hospital Ward
- ☒ Outpatient Department

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.

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

| | | | |
|--|--|--|-------------------|
| Name | ESTELLA HAWESHAM | Title | Dr Miss Mr Mrs Ms |
| Job Title | PHARMACIST | Department | |
| Work Address | ROYAL SUSSEX COUNTY HOSPITAL, BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST | Telephone | |
| Email | estella.hawesham@nhs.net | | |
| Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases) | PHARMACY | Professional Interests (e.g. providing education or conducting research) | |
| Age Groups (please select) | Neonates Children & Adolescents Adults Elderly | Settings (e.g. GP Surgery, hospital ward, ICU) | |
| Other | | | |

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

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

| | | | |
|--|--|--|-------------------|
| Name | Estella Hawesham | Title | Dr Miss Mr Mrs Ms |
| Job Title | Consultant | Department | |
| Work Address | Royal Sussex County Hospital, Brighton & Sussex University Hospitals | Telephone | |
| Email | Estella.Hawesham@nhs.net | | |
| Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases) | Paediatrician | Professional Interests (e.g. providing education or conducting research) | |
| Age Groups (please select) | Neonates Children & Adolescents Adults Elderly | Settings (e.g. GP Surgery, hospital ward, ICU) | |
| Other | | | |

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

Selected Categories

Age Groups

- ☒ Age Groups

Conditions and Lifestyle Factors

- ☒ Physical Diseases

Professional Interests

Settings

- ☒ Hospital Laboratories
- ☒ Hospital Ward
- ☒ Outpatient Department

Staff Groups

- ☒ Pharmacist

Selected Categories

Age Groups

- ☒ Children and Adolescents

Conditions and Lifestyle Factors

- ☒ Physical Diseases

Professional Interests

Settings

- ☒ Hospital Ward
- ☒ Outpatient Department

Staff Groups

- ☒ Medic

nowledgeshare-we

Please register if you have not.

| | | | |
|--------------|--|------------|-------------------|
| Name | ESTELLA HAVERSHAM | Title | Dr Miss Mr Mrs Ms |
| Job Title | NURSE SPECIALIST | Department | PALLIATIVE CARE |
| Work Address | ROYAL SUSSEX COUNTY HOSPITAL, BRIGHTON AND SUSSEX UNIVERSITY HOSPITALS NHS TRUST | | |
| Email | ESTELLA.HAVERSHAM@NHS.NET | Telephone | |

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

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

Selected Categories

Age Groups

☒ Age Groups

Conditions and Lifestyle Factors

☒ Physical Diseases

Professional Interests

Settings

☒ End of Life Care in Hospital

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

Categories

Selected Categories

Age Groups

☒ Adults

Conditions and Lifestyle Factors

Professional Interests

Settings

Staff Groups

Conditions and Lifestyle Factors

Conditions

Long Term Conditions


Chronic Obstructive Pulmonary Disease (copd)

Physical Diseases

Respiratory Tract Diseases

Lung Diseases

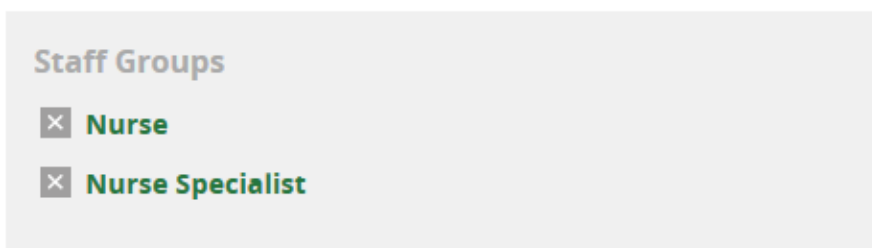
Chronic Obstructive Pulmonary Disease (copd)

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

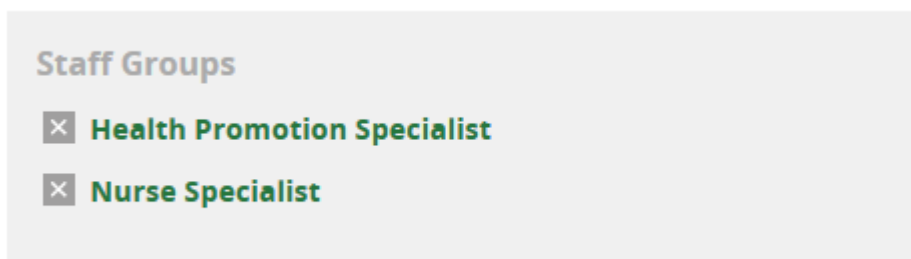
3.1.4.4 Staff Groups can capture a members interests as well as their roles

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.

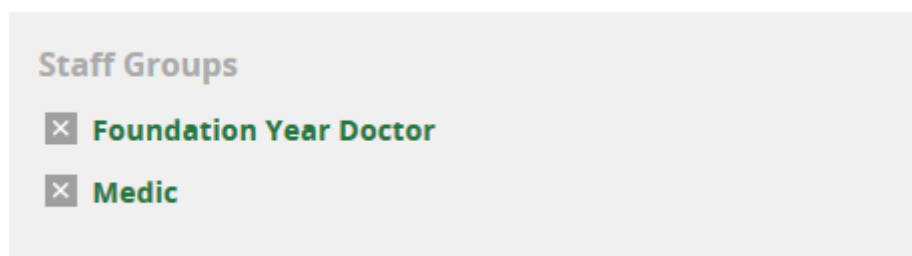
- A member can have more than one term in the Staff Groups box. For example:
 - Nurse Practitioner
Giving the term 'Nurse' captures resources aimed at this level, giving the term 'Nurse Specialist' captures resouces that support significant involvement in medical treatment and diagnosis



- 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.



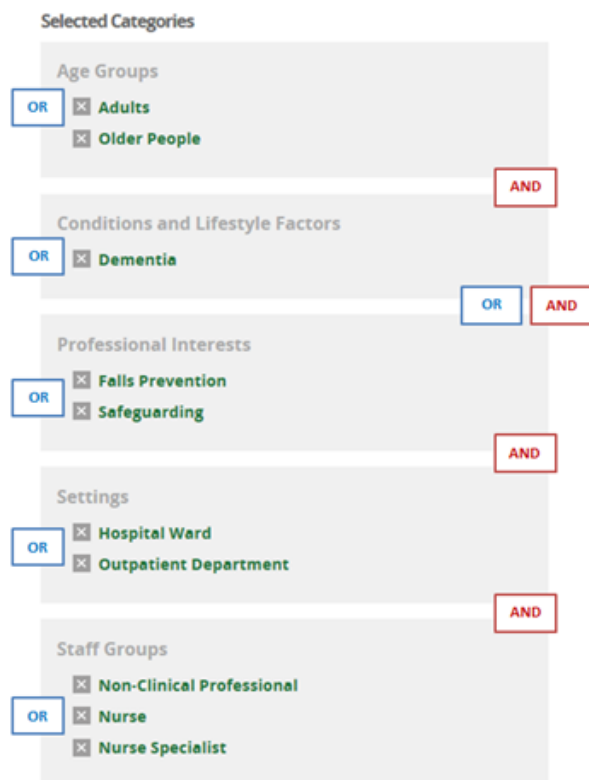
3.1.4.5 How do Conditions and Lifestyle Factors and Professional Interest boxes combine?

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 education.

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

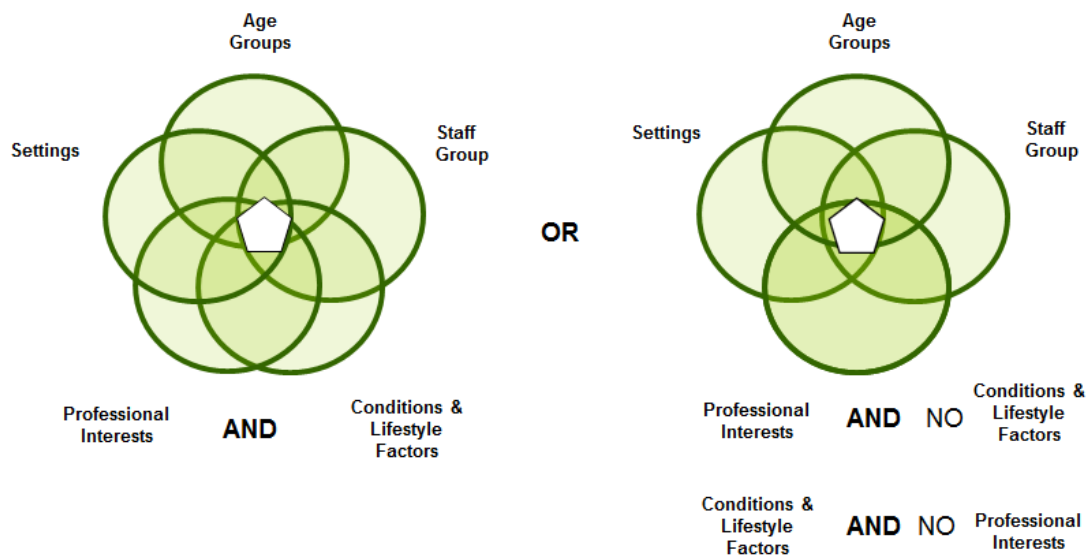


The five areas combine to using Boolean to capture resources that match the member interests:

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

OR within categories, i.e.:

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



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

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

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

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

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

Selected Categories

Age Groups

☒ Adults

Conditions and Lifestyle Factors

☒ Diabetes

Professional Interests

Settings

☒ General Practice

Staff Groups

☒ Nurse

☒ Nurse Specialist

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

Selected Categories

Age Groups

☒ Adults

Conditions and Lifestyle Factors

☒ Diabetes

Professional Interests

Settings

☒ Community Clinics

☒ General Practice

☒ Home Care

Staff Groups

☒ Medic

☒ Nurse Specialist

☒ Pharmacist

Receive this resource as professional interest box empty



Selected Categories

Age Groups

☒ Adults

☒ Children and Adolescents

☒ Older People

Conditions and Lifestyle Factors

☒ Diabetes

Professional Interests

☒ Measuring Outcomes and Performance

Settings

☒ Community Clinics

☒ General Practice

☒ Residential and Nursing Homes

☒ School Health Services

Staff Groups

☒ Medic

☒ Non-Clinical Professional

☒ Nurse Specialist

☒ Public Health Doctor

☒ Public Health Specialist

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



Member Example 2. Member is only interested a Professional Interests

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

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

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

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

Selected Categories

Age Groups
☒ Age Groups

Conditions and Lifestyle Factors

Professional Interests
☒ Patient Safety

Settings
☒ Hospital Settings

Staff Groups
☒ Non-Clinical Professional
☒ Senior Executive


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

Receive this resource as Conditions and Lifestyle Factors box empty

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

Selected Categories

Age Groups
☒ Age Groups

Conditions and Lifestyle Factors


Professional Interests
☒ Leadership
☒ Patient Safety

Settings
☒ Community Settings
☒ General Practice
☒ Hospital Settings

Staff Groups
☒ Administrator
☒ Manager
☒ Non-Clinical Professional
☒ Public Health Doctor
☒ Senior Executive

Selected Categories

Age Groups
☒ Age Groups

Conditions and Lifestyle Factors
☒ Pregnancy and Child Birth

Professional Interests
☒ Patient Safety

Settings
☒ Hospital Settings

Staff Groups
☒ Administrator
☒ Non-Clinical Professional
☒ Senior Executive

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

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

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

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

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

Selected Categories

Age Groups

☒ Adults

Conditions and Lifestyle Factors

☒ Alcohol Misuse

Professional Interests

☒ Commissioning Health and Social Care

☒ Design of Care Pathways

☒ Integrated Care

Settings

☒ Community Clinics

☒ Population Health

☒ Rehabilitation Centres

Staff Groups

☒ Non-Clinical Professional

☒ Public Health Doctor

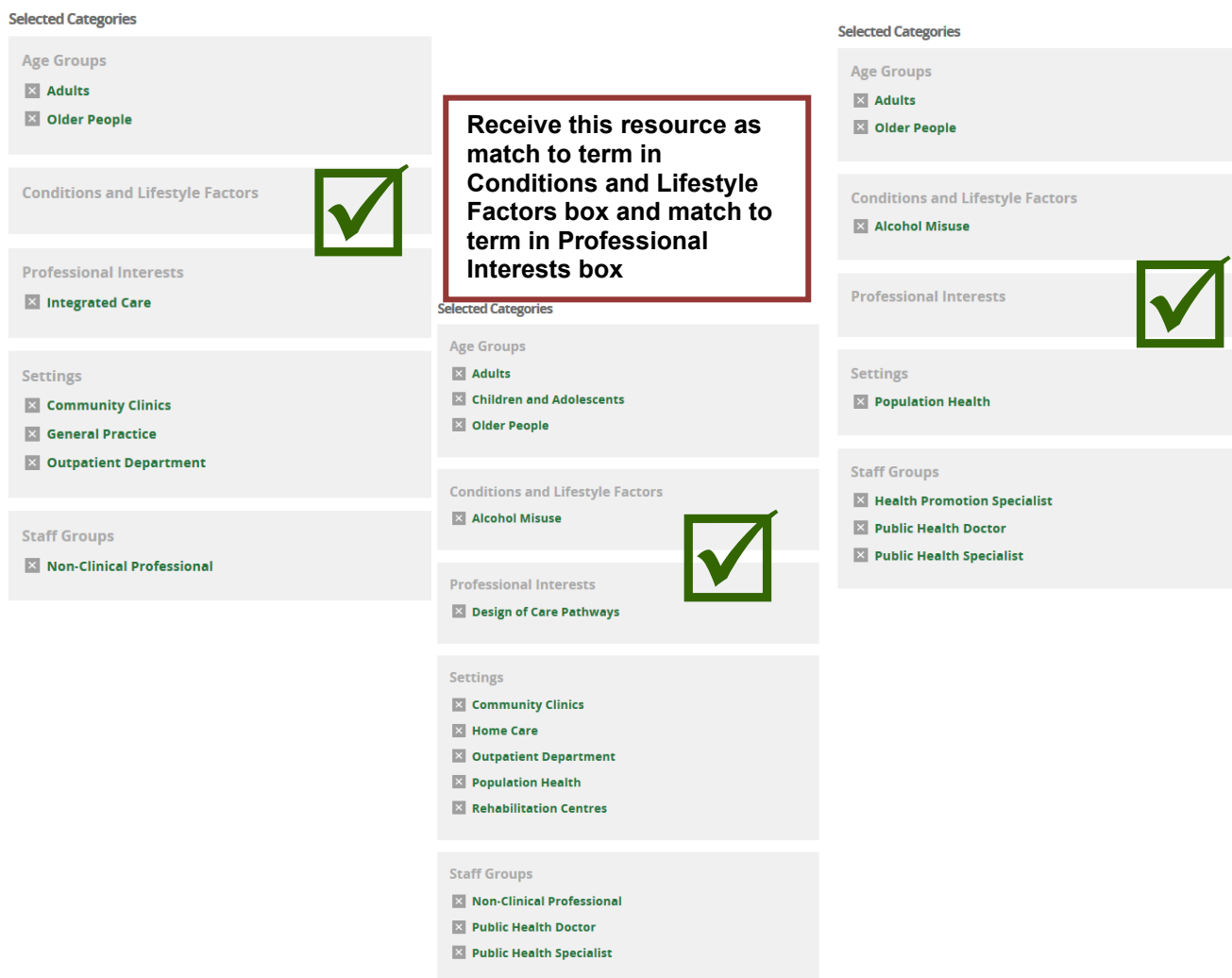
☒ Public Health Specialist

This member will only receive a resource that matches a term in Age Group, Staff Group and Settings box and:

- 1. a term in both the Condition and Lifestyle Factors and a Professional Interest boxes**
- 2. a term in the Condition and Lifestyle Factors box but the Professional Interest**
- 3. a term in the Professional Interests box**

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

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



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.



Mr Mulberry Hawk +

01273 523303

mulberry.hawk@bsuh.nhs.uk

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

OpenAthens username
nhsmulberryhawk001

Job title
Consultant

Department
Emergency Medicine

Organisation
Brighton and Sussex University Hospitals NHS
Trust

Edit

Professional Interests

Age Groups

Adults

Conditions and Lifestyle Factors

Heart Diseases

Professional Interests

Waiting Times

Settings

Emergency Department

Staff Groups

Medic

Edit

Click here

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

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

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

I would like to receive personalised update emails:

Never

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

I am happy for my professional interest to be seen by:

All KnowledgeShare members

Assigned Librarian

Elaine Watson

How did you find out about current awareness?

Trust induction

Receive additional bulletins or news from my library and knowledge service



Save Changes

Add Additional Set of Interests

Click here

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

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

| | | | |
|---|---|--|------------------------------------|
| Name | Augustus Snodgrass | Title | Dr Miss Mr Mrs Ms |
| Job Title | GP Trainee | Department | General Practice GP (VTS) Training |
| Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases) | Paediatrics Palliative Care in the Community for Elderly patients | Professional Interests (e.g. patient safety, service design) | |
| Age Groups (please tick to select) | <input type="checkbox"/> Neonates <input checked="" type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input checked="" type="checkbox"/> Elderly | Settings (e.g. GP Surgery, hospital ward, ICU) | Hospital Ward General Practice |
| Other | | | |

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

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

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

Professional Interests: 1

Age Groups
Children and Adolescents

Conditions and Lifestyle Factors
Physical Diseases

Settings
Hospital Ward

Staff Groups
Medic

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

OR

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

Professional Interests: 2

Age Groups
Older People

Conditions and Lifestyle Factors
Physical Diseases

Settings
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) | <input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Elderly | Settings (e.g. GP Surgery, hospital ward, ICU) | |
| Other | | | |

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

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

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

Professional Interests: 1

Age Groups

Adults

Conditions and Lifestyle Factors

Pregnancy and Child Birth, Women's Health

Settings

Hospital Ward, Outpatient Department

Staff Groups

Medic, Foundation Year Doctor

Professional Interests: 2

Age Groups

Adults, Children and Adolescents, Older People

Conditions and Lifestyle Factors

Individual Behaviour

Settings

Population Health

Staff Groups

Public Health Doctor

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

OR

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

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

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

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


| | | | |
|--|---|---|------------------|
| Condition/Risk Factors (e.g. gestational diabetes, respiratory diseases) | General Paediatrics | Professional Interests (e.g. patient safety, service design) | Doctor wellbeing |
| Age Groups (please tick to select) | <input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Elderly | Settings (e.g. GP Surgery, hospital ward, ICU) | |
| Other | | | |

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

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

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

The image shows two 'Professional Interests' pages. The first page, 'Professional Interests: 1', has the following settings: Age Groups: Children and Adolescents; Conditions and Lifestyle Factors: Physical Diseases; Settings: Hospital Ward, Outpatient Department; Staff Groups: Medic. The second page, 'Professional Interests: 2', has the following settings: Age Groups: Adults; Professional Interests: Occupational Health; Settings: Workplace Health; Staff Groups: Medic. A callout box on the right explains the logic: '(Children and Adolescents AND Physical Diseases AND (Hospital Ward OR Outpatient Department) AND Medic) OR Adults AND Occupational Health AND Workplace Health AND Medic'.


Professional Interests: 1  Edit

Age Groups
Children and Adolescents

Conditions and Lifestyle Factors
Physical Diseases

Settings
Hospital Ward, Outpatient Department

Staff Groups
Medic

Professional Interests: 2 

Age Groups
Adults

Professional Interests
Occupational Health

Settings
Workplace Health

Staff Groups
Medic

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

OR

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

3.1.5.5 Format of emails with Additional Professional Interests pages

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

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

Professional Interests: 1
Edit

Age Groups
Adults

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

Settings
Hospital Ward, Outpatient Department

Staff Groups
Medic, Foundation Year Doctor

Professional Interests: 2
Edit

Age Groups
Adults, Children and Adolescents, Older People

Conditions and Lifestyle Factors
Individual Behaviour

Settings
Population Health

Staff Groups
Public Health Doctor

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

Dear Dr Snodgrass

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

Professional Interests: 1

Articles

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

[Hormone therapy should not be prescribed for primary prevention of chronic medical conditions in asymptomatic postmenopausal women.](#)

Hilton C. *Evidence-Based Medicine* 2018;23(6):231-232.

Available with an NHS OpenAthens password

[Intravenous oxytocin reduces severe bleeding after vaginal delivery.](#)

NIHR Dissemination Centre; 2018.

<https://discover.dc.nihr.ac.uk/content/signal-000685/intravenous-oxytocin-reduces-severe-bleeding-after-vaginal-delivery>

[NIHR Signal. This trial, carried out in a single maternity unit in the Republic of Ireland, randomised 1,075 women to receive either intravenous or intramuscular oxytocin after giving birth. The overall rate of postpartum haemorrhage (PPH) or side effects was similar between the groups, but the intravenous group had fewer severe haemorrhages, needed fewer blood transfusions and fewer admissions to high dependency care.]

Freely available online

Professional Interests: 2

Reports

The following report(s) may be of interest:

Putting Health into Place: Introducing NHS England's Healthy New Towns programme.

NHS England; 2018.

Freely available online

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

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

Best regards,
Elaine

Elaine Watson

Knowledge Management Librarian

The Library, Audrey Emerton Building, Royal Sussex County Hospital

Tuesday to Thursday (01273) 523314 Monday and Friday 01444 441881 extn: 5631

[Brighton and Sussex NHS Library and Knowledge Service](#) | [@BrightonSx_LKS](#) | [Latest News](#)

Informing • Educating • Influencing

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

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

Dear Dr Snodgrass

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

Articles

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

Factors influencing the quality of life of pregnant women: a systematic review.

Lagadec N. *BMC Pregnancy and Childbirth* 2018;18:455.

Freely available online

Uterine weight and complications after abdominal, laparoscopic, and vaginal hysterectomy.

Louie M. *American Journal of Obstetrics and Gynecology* 2018;219(5):480 .

Available with an NHS OpenAthens password

Prenatal exercise for the prevention of gestational diabetes mellitus and hypertensive disorders of pregnancy: a systematic review and meta-analysis.

Davenport MH. *British Journal of Sports Medicine* 2018;52(21):1367-1375 .

Available with an NHS OpenAthens password for eligible users

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

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your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk (Register for NHS OpenAthens at: <https://openathens.nice.org.uk/>)

Best regards,
Elaine

Elaine Watson
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[Brighton and Sussex NHS Library and Knowledge Service](#) | [@BrightonSx_LKS](#) | [Latest News](#)

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

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

Dear Dr Snodgrass

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

Articles

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

[Neighborhood Interventions to Reduce Violence.](#)

Kondo MC. *Annual Review of Public Health* 2018;39:253-271.

Freely available online

[Policy Approaches for Regulating Alcohol Marketing in a Global Context: A Public Health Perspective.](#)

Esser MB. *Annual Review of Public Health* 2018;39:385-401.

Freely available online

Reports

The following report(s) may be of interest:

[Bike Life - Women: reducing the gender gap](#)

Sustrans; 2018.

Freely available online

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

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

Best regards,
Elaine

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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
 - Weekly, the member will receive will receive resources which match their categories added in the previous week
 - Every two weeks, the member will receive resources which match their categories added in the previous two weeks

Some sample resources matching your selection:

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

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

3.1.7 View Update Emails sent to your Members

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

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

Dr Augustus Snodgrass's Update Emails

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

| Home | Evidence | Skills | Updates | Networking | Members | Admin | Help |
|---|------------|-----------------------|---------------------------------------|------------|---------|-------------------|------|
| Home | My Members | Dr Augustus Snodgrass | Dr Augustus Snodgrass's Update Emails | | | | |
| Dr Augustus Snodgrass's Update Emails | | | | | | | |
| Sent to Dr Augustus Snodgrass on 12/02/2019 | | | | | | Show/Hide Content | |
| Sent to Dr Augustus Snodgrass on 29/01/2019 | | | | | | Show/Hide Content | |
| Sent to Dr Augustus Snodgrass on 04/01/2019 | | | | | | Show/Hide Content | |
| Sent to Dr Augustus Snodgrass on 10/12/2018 | | | | | | Show/Hide Content | |
| Sent to Dr Augustus Snodgrass on 26/11/2018 | | | | | | Show/Hide Content | |

Page: 1 2

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

Dr Augustus Snodgrass's Update Emails

| | |
|---|-------------------|
| Sent to Dr Augustus Snodgrass on 12/02/2019 | Show/Hide Content |
| Sent to Dr Augustus Snodgrass on 29/01/2019 | Show/Hide Content |
| Sent to Dr Augustus Snodgrass on 04/01/2019 | Show/Hide Content |
| Sent to Dr Augustus Snodgrass on 10/12/2018 | Show/Hide Content |
| Sent to Dr Augustus Snodgrass on 26/11/2018 | Show/Hide Content |
| Articles Long-term Rate of Mesh Sling Removal Following Midurethral Mesh Sling Insertion Among Women With Stress Urinary Incontinence. Gurol-Urganci I. JAMA 2018;320(16):1659-1669. [Among women undergoing midurethral mesh sling insertion, the rate of mesh sling removal at 9 years was estimated as 3.3%. These findings may guide women and their surgeons when making decisions about surgical treatment of stress urinary incontinence.] | |
| Guidelines Systemic and inhaled fluoroquinolones: small increased risk of aortic aneurysm and dissection: advice for prescribing in high-risk patients. Medicines and Healthcare Products Regulatory Agency (MHRA);2018. https://www.gov.uk/drug-safety-update/systemic-and-inhaled-fluoroquinolones-small-increased-risk-of-aortic-aneurysm-and-dissection-advice-for-prescribing-in-high-risk-patients [Drug Safety Update. In patients at risk for aortic aneurysm and dissection, fluoroquinolones should only be used after careful assessment of the | |

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

3.2 Member Update Administration

3.2.1 Email Templates for Updates

What is an email template?

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

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

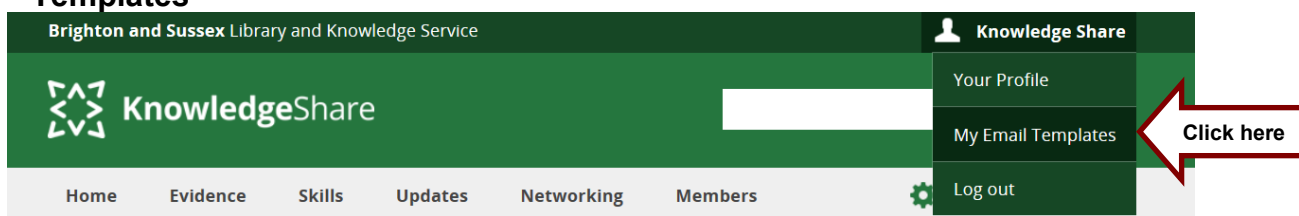
3.2.1.1 Manage your personal email templates

There are three levels of email template

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

3.2.1.2 Add a personal level email template

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



- Click **Add new template**

My email templates

[Add New Template](#)
No Templates to display

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

Home > Email Template List > Email Template Edit

Email Template Edit

Level
Email Type
Subject
Body

Librarian

- Current Awareness
- Journal Subscription
- Newsletter
- Training Session Booked User
- Training Session Booked User Waiting
- Training Session Booked From Waiting List User
- Cancelled Training Session
- Cancelled Training Session Booking User

• {{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.
 • {{SenderFirstName}} - The First Name of the sender of the email.
 • {{SenderEmail}} - The email of the sender.
 • {{SenderJobTitle}} - The Job Title of the sender of the email.
 • {{SenderLKSName}} - The LKS Name of the sender of the email.
 • {{SenderPhoneNumber}} - The Phone Number of the sender of the email.
 • {{SenderLKSWebsite}} - The LKS Website of the sender of the email.
 • {{SenderPrimaryLocation}} - The Primary Location of the sender of the email.

Save Cancel

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

Personal Level Template: CurrentAwareness
Subject Line: Current Awareness Updates from KnowledgeShare

Dear {{RecipientSalutation}}

Welcome to your Evidence Update email from KnowledgeShare.

The resources listed below have been chosen based on the interests you have provided. Please do let me know if you feel the resources aren't matching your professional interests.

{{CurrentAwarenessContent}}

If you need help getting hold of the full text of anything here then please email me back.

For more information about the KnowledgeShare Current Awareness Update service, contact me using the details below.

Best regards,

Your name

{{SenderName}}

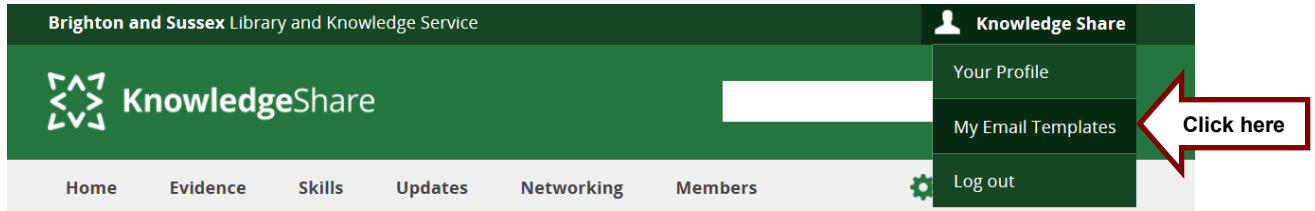
Your usual email signature

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

- Click **Save**

3.2.1.3 Edit a personal level email template

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



- Click **CurrentAwareness**

My Email Templates

[Add new template](#)



- 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"

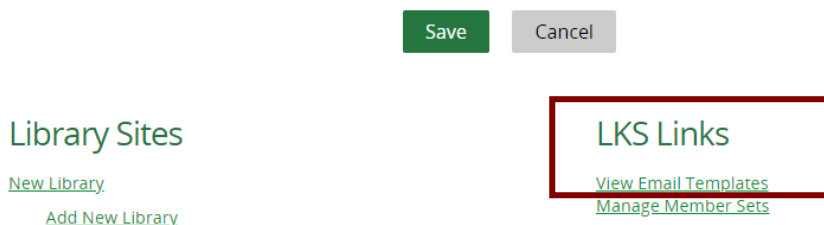
Email Template Edit

| | |
|-------------------|--|
| Level | Librarian |
| Email type | Current Awareness |
| Subject | Current Awareness Updates from KnowledgeShare |
| Body | <div> <p>Paragraph</p> <p>Dear <code>{{RecipientSalutation}}</code></p> <p>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.</p> <p><code>{{CurrentAwarenessContent}}</code></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • <code>{{CurrentAwarenessContent}}</code> - The current awareness content • <code>{{FutureSkillSessions}}</code> - A link to the future skills session list </div> |

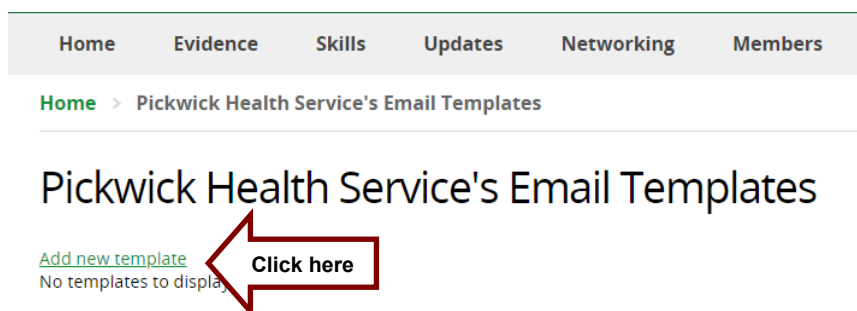
3.2.1.4 Add LKS level email template

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

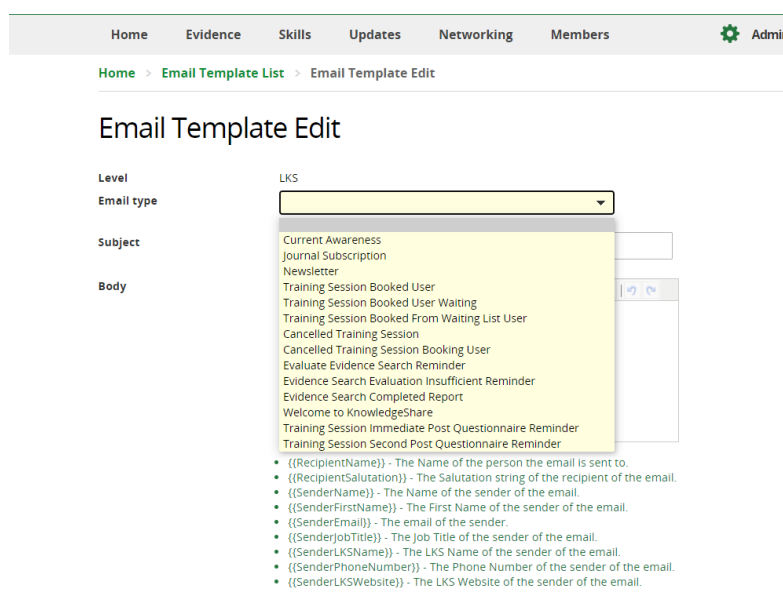
- On the **Admin>Manage LKSs> Library and Knowledge Service** page, click on View Email Templates



- Click **Add new template**



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



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

- For Table of Contents (TOCs): Table of Contents (TOC) from KnowledgeShare
- For Completed Search Reports: Evidence search result: {{LSRTitle}}
- Paste in the Body of the email the appropriate text
 - Use code {{RecipientSalutation}} which addresses the member in their preferred form
 - Use codes to create an email signature for any member of the teams

Best regards,
{{SenderFirstName}}

{{SenderName}}
{{SenderJobTitle}} | [{{SenderEmail}}](#)
{{SenderLKSName}} | [{{SenderLKSWebsite}}](#)

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

Email Template Edit

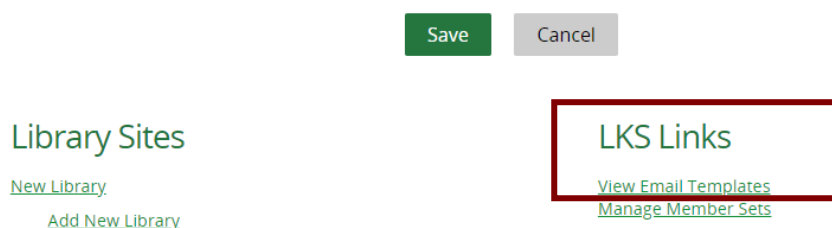
| | |
|-------------------|---|
| Level | LKS |
| Email type | Current Awareness |
| Subject | KnowledgeShare Evidence Updates |
| Body | <div> <p>Paragraph</p> <p>would like to change the interests we have listed, change the evidence levels, stop receiving the notifications, or request a search on a specific topic, don't hesitate to let me know.</p> <p>{{CurrentAwarenessContent}}</p> <p>If you need help getting hold of the full text of any of these results please email me. For 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.</p> <p>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 (Registered users only) or NHS OpenAthens at: https://openathens.nice.org.uk/</p> <ul style="list-style-type: none"> • {{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 the email • {{SenderName}} - The Name of the sender of the email. • {{SenderFirstName}} - The First Name of the sender of the email. </div> <div> <p>Insert/Edit Link - Work - M...</p> <p>https://staging.knowledgeshare....</p> <p>Insert/Edit Link</p> <p>Link URL https://www.knowledgeshare.nhs.uk/</p> <p>Target Open Link in a New Window</p> <p>Title KnowledgeShare Website</p> <p>Insert Cancel</p> </div> |

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

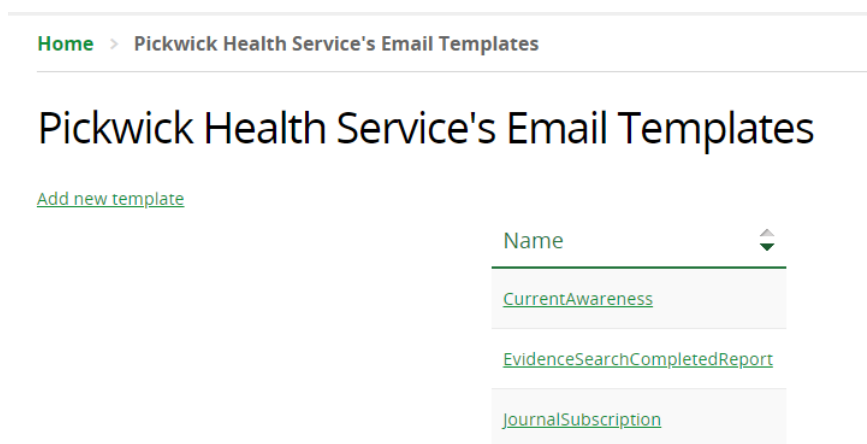
3.2.1.5 Edit a LKS level email template

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

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




- Click on the name of the template to be edited



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

Best regards,
`{{SenderFirstName}}`

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

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

Email Template Edit

Level LKS

Email type Current Awareness

Subject KnowledgeShare Evidence Updates

Body

Paragraph

If you need help getting hold of the full text of any of these results please email me. I 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}}

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 (Registered users only) or NHS OpenAthens at: <https://openathens.nice.org.uk/>

- {{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 the email
- {{SenderName}} - The Name of the sender of the email.
- {{SenderFirstName}} - The First Name of the sender of the email.

Insert/Edit Link - Work - M...

https://staging.knowledgeshare....

Insert/Edit Link

Link URL <https://www.knowledgeshare.nhs.uk/>

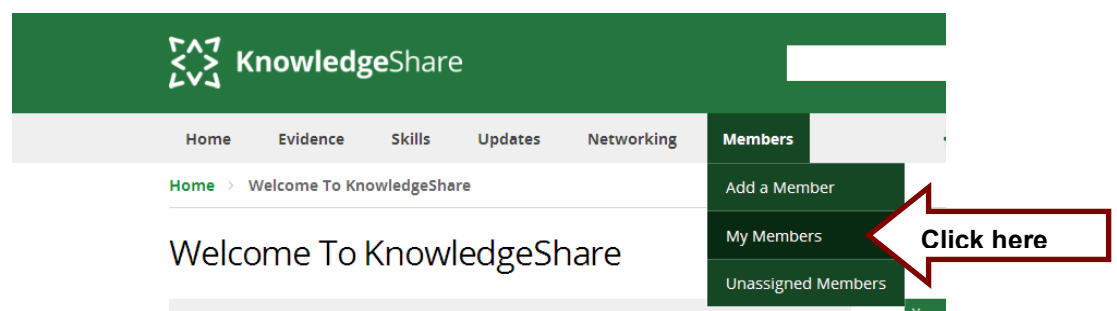
Target Open Link in a New Window

Title KnowledgeShare Website

Insert Cancel

3.2.2 Viewing Members for whom you are the Assigned Librarian

- Hold the cursor over **Members** and then click **My Members**



- This shows a list of the Members for whom you are the Assigned Librarian providing Current Awareness
- The list is ordered by first name and title

3.2.3 Emails pending

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

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

Pending Emails

Show/Hide Full Email Contents

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

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

Find more emails

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

Sent Emails

This Week

642 Evidence Updates Sent
515 Journal Alerts (TOCs) Sent

Today

161 Evidence Updates Sent
0 Journal Alerts (TOCs) Sent

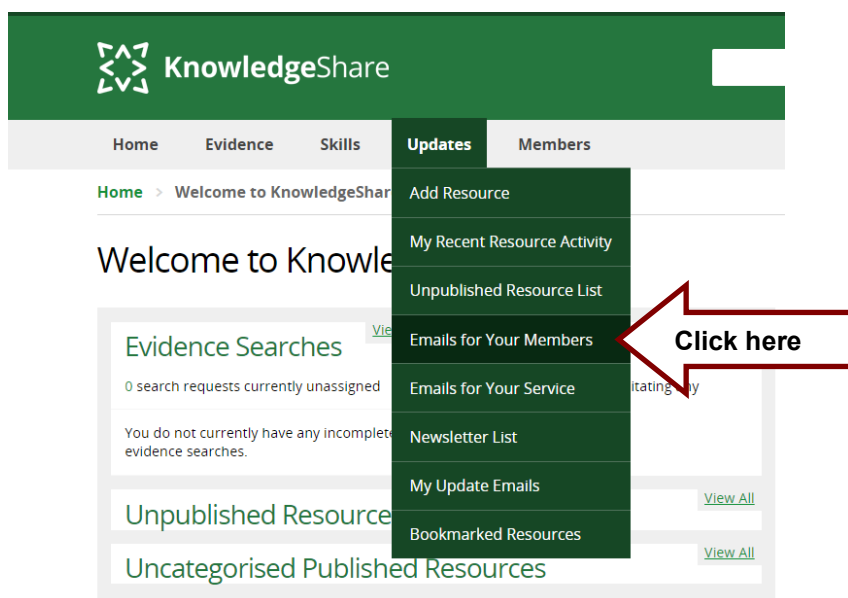
This is a dynamic process and while the Current Awareness or TOC emails are being sent or if somebody else is using the same page, you may get unexpected results because emails are being added or removed at the same time.

3.2.3.1 Emails for your members

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

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

- Hold the cursor over **Updates** and then click **Emails for your members**



- Clicking on **Emails for your members** will search your assigned members with pending emails to find:
 - enough members to fill a single page of users (10 members)
 - If there are not enough members to fill a page a search of a maximum of 100 members is made
- The blue banner tells you how many members have been searched out of the possible number of your assigned members or members in your service.

Emails for Your Members

i The following list shows pending emails, including those based on a recent search of 100 users out of a possible 1182 users.

| Sent Emails | |
|---|---|
| This Week 481 Evidence Updates Sent 515 Journal Alerts (TOCs) Sent | Today 324 Evidence Updates Sent 515 Journal Alerts (TOCs) Sent |

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

<< < 1 2 3 Find more emails

- 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

Home > Emails for Your Members

Emails for Your Members

i The following list shows pending emails, including those based on a recent search of 500 users out of a possible 1182 users.

| Sent Emails | |
|---|---|
| This Week 642 Evidence Updates Sent 515 Journal Alerts (TOCs) Sent | Today 161 Evidence Updates Sent 0 Journal Alerts (TOCs) Sent |

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

... 9 10 11 12 13 14

- 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.

Email Detail

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

Dear Dr Peggotty

The resources listed below have been chosen based on the interests you have provided. I hope they are useful.

Please contact me via email if you would like a copy of any of the journal articles. If you 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.

Original Research

Radiotherapy in Metastatic Oropharyngeal Cancer. [Abstract]

Nguy S. *The Laryngoscope* 2021;131(6):E1847-E1853.

[Check for full-text availability](#)

[CONCLUSION: The survival of metastatic OPSCC remains limited. In this large series of patients with known HPV-status, head and neck radiotherapy was associated with longer survival in those with HPV-associated disease. These data could guide management of this challenging group of patients for head and neck cancer practitioners.]

If you need help getting hold of the full text of anything here then please email me back.

For more information about the KnowledgeShare Evidence Update service contact me using the details below.

Best wishes,

Samuel

Samuel Pickwick

Librarian | samuel.pickwick@nhs.net

Pickwick Health Library and Knowledge Service

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

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

3.2.3.2 Emails for your service

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

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

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

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

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

Home > Emails for Your Service

Emails for Your Service

i The following list shows pending emails, including those based on a recent search of 900 users out of a possible 3157 users.

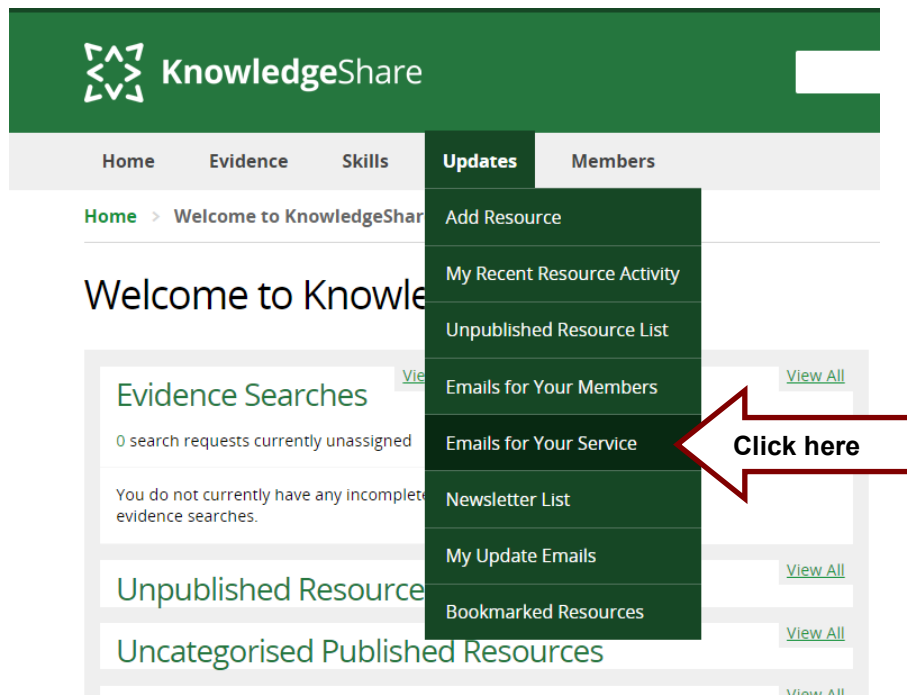
Pending Emails

Enter a name in the field below to view pending emails for a particular member, or to view pending emails for members assigned to a particular librarian.

Mr Mulberry Hawk

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

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



- This lists all the members from your service who have a resource matching their interests and who will receive a current awareness email when the next batch goes out.
- Use the search box to find emails pending for an individual Members

3.2.4 Unassign a Member when they leave your Service

KnowledgeShare information governance and privacy policy

Deleting your information

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

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

- If a member has left your trust then they should be unassigned
- Search for a member
- On the Members profile page click on **Edit** on the **Personal Information** section



Dr Walter Bray

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

Click here

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

Library and Knowledge Service

Library and Knowledge Service

Brighton and Sussex

Member is no longer assigned to an LKS

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

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

3.2.4.1 Signs that a Member has left your organisation

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

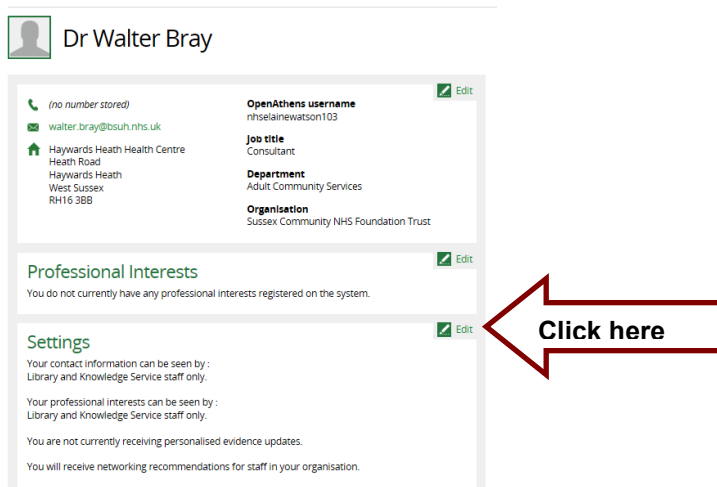
KnowledgeShare will keep Member information for a further two years (in case the Member returns to using the services after a break) before destroying any personal information. See the KnowledgeShare information governance and privacy policy for more information. (https://www.knowledgeshare.nhs.uk/?PageID=help_privacy)

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

3.2.4.2. Disable All E-mails

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

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



Dr Walter Bray

(no number stored)

walter.bray@bsuh.nhs.uk

Haywards Heath Health Centre
Heath Road
Haywards Heath
West Sussex
RH16 3BB

OpenAthens username
nhselaineatson103

Job title
Consultant

Department
Adult Community Services

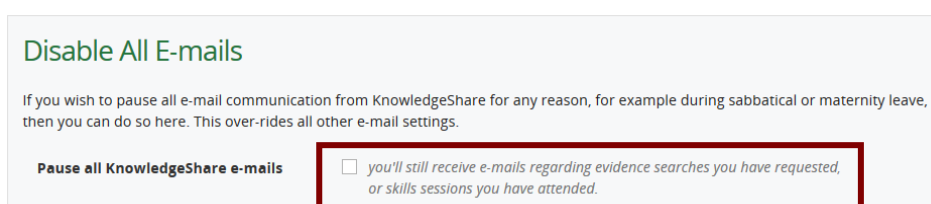
Organisation
Sussex Community NHS Foundation Trust

Professional Interests
You do not currently have any professional interests registered on the system.

Settings
Your contact information can be seen by :
Library and Knowledge Service staff only.
Your professional interests can be seen by :
Library and Knowledge Service staff only.
You are not currently receiving personalised evidence updates.
You will receive networking recommendations for staff in your organisation.

Click here

- 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.

Disable All E-mails

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

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

(optional) Automatically restart on / / 

3.3 Adding a resource

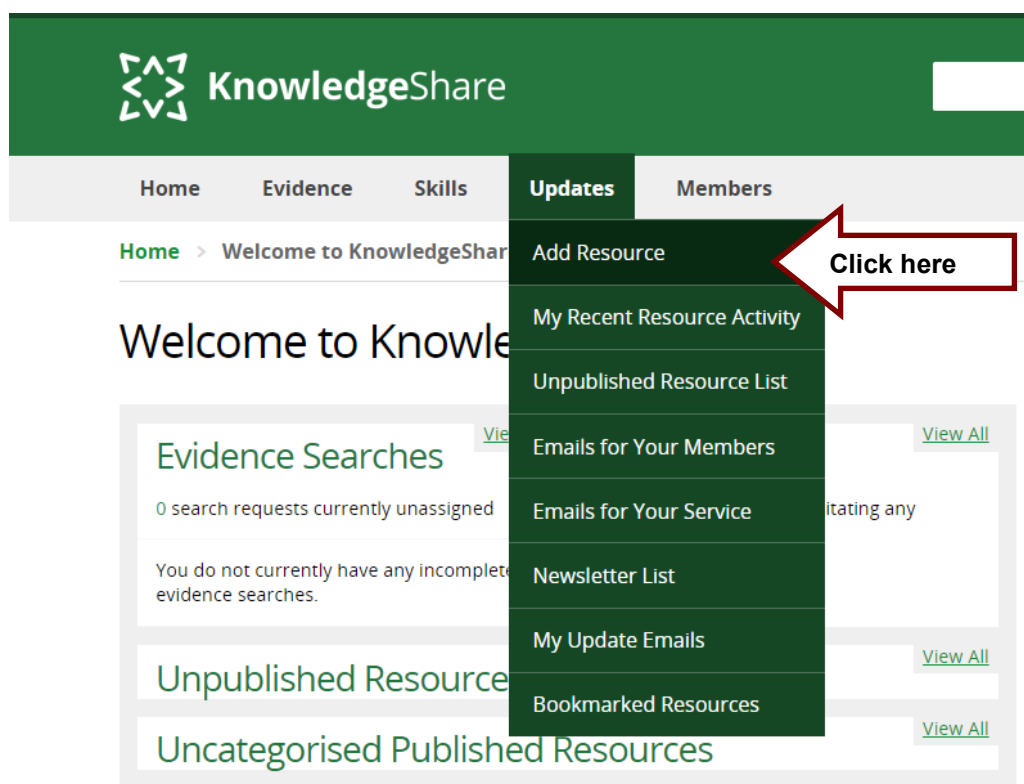
What is a resource?

Resources can be articles, reports, guidelines, books, events, guidelines and websites that are entered into 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.

Do not publish resources as International or National except by arrangement with the KnowledgeShare team.

- 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

Add Resource

AutoFill from Bookmark

Type

Event

Journal Article

Online

Physical Media

Unpublished

- The resource types are:
 - Event
 - Journal Article
 - Online
 - Physical Media

- Resource Types Descriptions

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

- The fields associated with the resources types:

| Resource Types | | | | |
|---------------------|-------|-----------------|--------|----------------|
| Field | Event | Journal Article | Online | Physical Media |
| Title | ✓ | ✓ | ✓ | ✓ |
| Description | ✓ | ✓ | ✓ | ✓ |
| Date Resource Added | ✓ | ✓ | ✓ | ✓ |
| URL | ✓ | ✓ | ✓ | ✓ |
| Year Published | | ✓ | ✓ | ✓ |
| Access Restriction | ✗ | ✓ | ✓ | ✓ |
| Author | ✗ | ✓ | ✗ | ✓ |
| Publisher | ✗ | ✗ | ✓ | ✗ |
| Journal | ✗ | ✓ | ✗ | ✗ |
| ISSN | ✗ | ✓ | ✗ | ✗ |

| | | | | |
|------------------------------------|---|---|---|---|
| Volume | x | ✓ | x | x |
| Issue | x | ✓ | x | x |
| Page | x | ✓ | x | x |
| Shelf Mark | x | x | x | ✓ |
| Edition | x | x | x | ✓ |
| ISBN | x | x | x | ✓ |
| Geographical Availability | ✓ | ✓ | ✓ | ✓ |
| Location | ✓ | x | x | x |
| All day event? | ✓ | x | x | x |
| Start Date | ✓ | x | x | x |
| Start Time | ✓ | x | x | x |
| End Date | ✓ | x | x | x |
| End Time | ✓ | x | x | x |
| Contact email for more information | ✓ | x | x | x |

3.3.1 Quality and editing standards for resource fields

3.3.1.1 Title

- Available for resource types
 - Event
 - Journal Article
 - Online
 - Physical Media
- Title:
 - *Mandatory Field*
 - Include a full-stop (or other punctuation) at the end of the title
 - After the first word of the title only use lower case (unless a name is included)
 - Indicate a subtitle by starting with a colon i.e. :
 - Do not use & only “and”


Type

Article

Unpublished

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

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 characters is exceeded the number in red shows how many characters there are over the limit.

The first screenshot shows a text box with the following text: "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." Below the text box, a red box indicates "Characters remaining for description -609".

The second screenshot shows the same text box with the following text: "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 nationwide. Clients volunteered to complete an online questionnaire about their experiences and opinions regarding religion and spirituality in group counselling..". Below the text box, a red box indicates "Characters remaining for description 87".

- Use semicolons to present lists instead of bullet points.

The screenshot shows a text box with the following text: "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)." Below the text box, a red box indicates "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 International. Do not publish resources as International or National except by arrangement with the KnowledgeShare team.

○

- Select **Organisation** (unless you have arranged to contribute to national/international evidence updates).
- In the new mandatory field that appears start typing your organisation name
- Click on organisation name in the list

The screenshot shows a form with two sections: 'Geographical availability' and 'Organisation (Required)'. The 'Geographical availability' section has a dropdown menu set to 'Organisation'. The 'Organisation (Required)' section has a text input field containing 'university'. Below the input field, a list of suggestions is displayed: 'University Hospitals Sussex NHS Foundation Trust', 'University of Brighton', and 'University of Sussex'. To the right of the input field, there is a button labeled 'Enter one or more'.

Multi-select is available. After entering your first Organisation, you can type further organisations into the field and select again.

The screenshot shows the 'Organisation' form. The 'Organisation' section has a text input field containing 'Sussex partnership'. Below the input field, a list of suggestions is displayed: 'Sussex Partnership NHS Foundation Trust', 'University Hospitals Sussex NHS Foundation Trust', and 'Sussex Community NHS Foundation Trust'. To the right of the input field, there is a button labeled 'Enter one or more'. Below the input field, there is a 'Selected' section containing two items: 'University Hospitals Sussex NHS Foundation Trust' and 'Sussex Community NHS Foundation Trust', each with a close button (X).

Selected Organisations are shown below the field. Remove any unwanted selections with the X.

The screenshot shows the 'Organisation' form. The 'Organisation' section has a text input field. Below the input field, a list of suggestions is displayed: 'University Hospitals Sussex NHS Foundation Trust', 'Sussex Community NHS Foundation Trust', and 'Sussex Partnership NHS Foundation Trust'. To the right of the input field, there is a button labeled 'Enter one or more'. Below the input field, there is a 'Selected' section containing three items: 'University Hospitals Sussex NHS Foundation Trust', 'Sussex Community NHS Foundation Trust', and 'Sussex Partnership NHS Foundation Trust', each with a close button (X). The 'University Hospitals Sussex NHS Foundation Trust' item has a red X button next to it, indicating it is being removed.

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

3.3.1.4 Publisher

- Available for resource types
 - Online
 - Physical Media
- Select a publisher from the pick list.
- Only if the publisher is not in the pick list add your own entry to the field

| | |
|-----------------------|--|
| Publisher | <input type="text" value="The Kin"/> |
| Year Published | <input type="text" value="The King's Fund"/> |

If you select a publisher that is assigned to somebody else, you will see an error message.

| | |
|--------------------------------|---|
| Publisher (Required) | <input type="text" value="Nuffield Trust"/> |
|--------------------------------|---|

You cannot enter resources for this publisher - either it has not been added to the system, or you do not have the appropriate permissions.

This prevents duplication. Refer to the KnowledgeShare team if you believe you should be able to add items from the selected publisher.

3.3.1.5 Year Published

- Available for resource types
 - Journal Article
 - Online
 - Physical Media
- *Mandatory field*
Enter in four-digit year format only.

| | |
|-------------------------------------|-----------------------------------|
| Year published (Required) | <input type="text" value="2025"/> |
|-------------------------------------|-----------------------------------|

3.3.1.6 URL

- Available for resource types
 - Event
 - Journal Article
 - Online
 - Physical Media
- 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 | <input type="text" value="http://tcp.sagepub.com/cgi/content/abstract/42/5/601?rss=1"/> |
|------------|---|

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

3.3.1.7 Access Restriction

- Available for resource types
 - Event
 - Journal Article


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

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

3.3.1.8 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
- If categorising an article is not 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: | <input checked="" type="checkbox"/> |
| Publish resource | Unpublished  |

3.3.1.9 Journal

- Available for resource types
 - Journal Article

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

| | |
|---------|----------------------|
| Journal | BMJ |
| ISSN | BMJ |
| Authors | BMJ Open |
| | BMJ Quality & Safety |

3.3.1.10 Authors

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

| | |
|---------|----------|
| Authors | Patel PR |
|---------|----------|

3.3.1.11 Volume, Issue

- Available for resource types
 - Journal Article
- Even though not mandatory try and ensure these have the appropriate date if available

| | |
|--------|----|
| Volume | 71 |
| Issue | 7 |

3.3.1.12 Pages

- Available for resource types
 - Journal Article
- *Mandatory field*
- Enter in format 340-356
- Include the start and end pages where possible

| | |
|---------------------|---------|
| Pages (Required) | 341-345 |
|---------------------|---------|

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

| | |
|---------------------|---------------------------------|
| Pages (Required) | doi: 10.1186/s13018-024-05216-7 |
|---------------------|---------------------------------|

3.3.1.13 Save & Copy Journal Details

- Available for resource types
 - Journal Article
- Select Save & Copy Journal Details when adding multiple articles in an issue. This copies to the new record the:
 - Journal name
 - ISSN
 - Year
 - Volume
 - Issue

Delete

Save

Save & Copy Journal Details

Cancel

3.3.1.14 Shelf mark

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

3.3.1.15 Edition

- Available for resource types
 - Physical Media
- Enter book edition in the format “3rd ed.”, including a full-stop after the ed.

3.3.1.16 ISBN

- Available for resource types
 - Physical Media
- Use ISBN-13 if available

3.3.1.17 Location

- Available for resource types
 - Event
- The location field displays the information in the update emails on a single line so format appropriately 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.emfiles1.com/cmpdoc/3/4/0/3/2/files/405005_aspire_conference2017-interactive.pdf

For more information, please contact events@asb-law.com.

3.3.1.18 All day event?

- Available for resource types
 - Event
 - Checking this box removes the Start Date and End Date/Time options creates a mandatory singular date field

The screenshot shows a form section with a grey background. At the top, it says 'All day event on' followed by a green checkmark in a box. Below this, the label 'Date' is shown with '(Required)' underneath. To the right of the label are three yellow input boxes separated by slashes, and a small calendar icon to the right of the last box.

3.3.1.19 Start Date, Start Time, End Date, End Time

- Available for resource types
 - Event
- Start Date
 - *Mandatory if All day event? has not been checked*
- Start Time
 - *Mandatory if All day event? has not been checked*
- End Date
- End Time

3.3.1.20 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.

Home Evidence Skills Updates Networking Members Admin Help

Home > My Recent Resource Activity > Add Resource

Add Resource

Autofill from Bookmark

Type: Online

Evidence Level: Unpublished

Title:

Description:

Date resource added:

Geographical availability: National

Dropdown Menu:

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

3.3.2.1 Evidence level descriptions

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

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

| | | |
|--|--|--|
| | | |
|--|--|--|

3.3.3 Save and Publish resources without categories

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

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

No categorisation required: ☒

Publish resource Unpublished

- An article may not require categorising if it is correspondence or a comment that lacks evidence a member could use. Indicate the type of article using at the end of the title:
 - [Comment] for a comment
 - [Correspondence] for correspondence or letters.
- The **Unpublished Resources** box on the home page shows any unpublished journal articles or publications.



3.3.4 Unpublished Resources

What are Unpublished Resources?

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

Unpublished Resources

[View All](#)



Publisher : The Health Foundation
1 unpublished Report in total

- Articles that have been added via the **Add Resource** page and have been saved as unpublished are listed on the home page in the Unpublished Resources box
- Unpublished resources need to be categorised to match them to members' professional interests or have the **No categorisation required:** box checked to move them out of the Unpublished Resources box
- Click on the link and check the boxes next to each article. Then click **Publish**.

| | | | |
|-------------------------------------|---|---|----------------|
| <input checked="" type="checkbox"/> | <p>Compensation for psychiatric harm after a mismanaged birth. Griffith R. <i>British Journal of Midwifery</i> 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</p> | Pregnancy and Child Birth, Adults, Neonates, Community Clinics, Home Care, Hospital Ward, Non-Clinical Professional, Midwife, Law, Safeguarding | Sue Austin |
| <input checked="" type="checkbox"/> | <p>Surviving second year studies. [Comment] Axcell C. <i>British Journal of Midwifery</i> 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</p> | No Categories Entered | Sue Austin |

[Publish](#)

3.3.5 Uncategorized Published Resources

What are Uncategorized Published Resources?

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

Uncategorised Published Resources

[View All](#)



Journal : Evidence-Based Dentistry
10 Published Articles in total

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

Published

Type

Article

Title

Cross sectional analysis of student-led surgical societies in fostering medical student interest in Canada.

Description

The objective of this study was to examine how surgery interest groups (SIGs) across Canada function 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 them out of the Uncategorized Published Resources box

Links to resource

[Check for full-text availability](#)
[\[Abstract\]](#)

No categorisation required:

☒

Publish resource

Published

Save

Save & Copy Journal Details

Cancel

Delete

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

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

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

URL

Access restriction

Links to resource [Check for full-text availability](#)
[\[Abstract\]](#)

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

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

[Read the full text](#)
magonlineibrary.com

[Read article](#) [Browse Journal](#) 01/1992 - Current MAG Online Library [Found a broken link?](#)

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

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

3.3.6 Using a bookmarklet to add a resource

What is a bookmarklet?

A bookmarklet can be used to speed up importing of resources to KnowledgeShare resources

The bookmarklet works by storing the citation of the resource that you are currently looking at, and allowing you to import this when you create an Evidence Update resource. Not every source can be bookmarked.

3.3.6.1 Sites that can be used for bookmarking

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

| Source | Website | Notes |
|--------|---------|-------|
|--------|---------|-------|

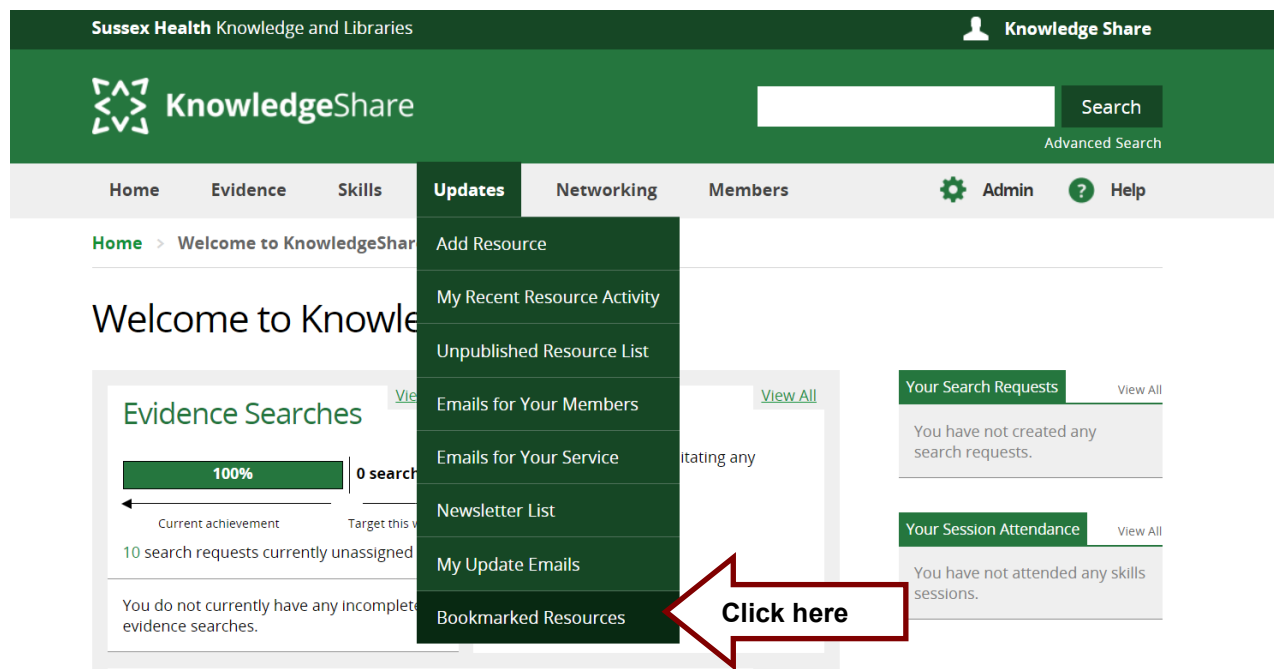
| | | |
|--------------------------------|---|---|
| Cochrane Systematic Reviews | https://www.cochranelibrary.com/ | Use individual review pages. For example: https://www.cochranelibrary.com/cd/sr/doi/10.1002/14651858.CD001919.pub4/full This bookmarklet does not work with trial articles. |
| King's Fund | www.kingsfund.org.uk | Use individual reports from the King's Fund where the URL starts: https://www.kingsfund.org.uk/publications/ For example: https://www.kingsfund.org.uk/publications/nhs-hospital-bed-numbers |
| NICE | www.nice.org.uk | Use individual guidelines only. For example: https://www.nice.org.uk/guidance/ta748 |
| Lippincott® Journal collection | http://journals.lww.com | Use individual article pages. For example: https://journals.lww.com/ahm/Fulltext/2021/09000/Acupuncture and Herbal Medicine launched building.1.aspx |
| PLOS | https://plos.org/#journals | Use individual article pages. For example: https://journals.plos.org/plosmedicine/article?id=10.1371/journal.pmed.1002445 |
| PubMed | https://pubmed.ncbi.nlm.nih.gov/ | Use individual article pages. For example: https://pubmed.ncbi.nlm.nih.gov/34762326/ |
| SAGE – not currently working | http://journals.sagepub.com | Use individual article pages. For example: https://journals.sagepub.com/doi/full/10.1177/2292550320963111 |
| Science Direct | www.sciencedirect.com | Use individual article pages. For example: https://www.sciencedirect.com/science/article/pii/S1548559521000112 |

| | | |
|---------------|---|--|
| NHS England | https://www.england.nhs.uk/publication/ | Use individual publication pages. For example: https://www.england.nhs.uk/publication/framework-for-digital-solutions-for-the-deployment-of-sessional-clinical-capacity-in-primary-care/ |
| McMaster PLUS | https://plus.mcmaster.ca/kt/ | Use individual article pages. For example: https://plus.mcmaster.ca/kt/Home/Article/109593 |
| EvidenceAlert | https://www.evidencealerts.com/ | Use individual article pages. For example: https://www.evidencealerts.com/HitParade/StellarHighestRated/96168?discipline=user |

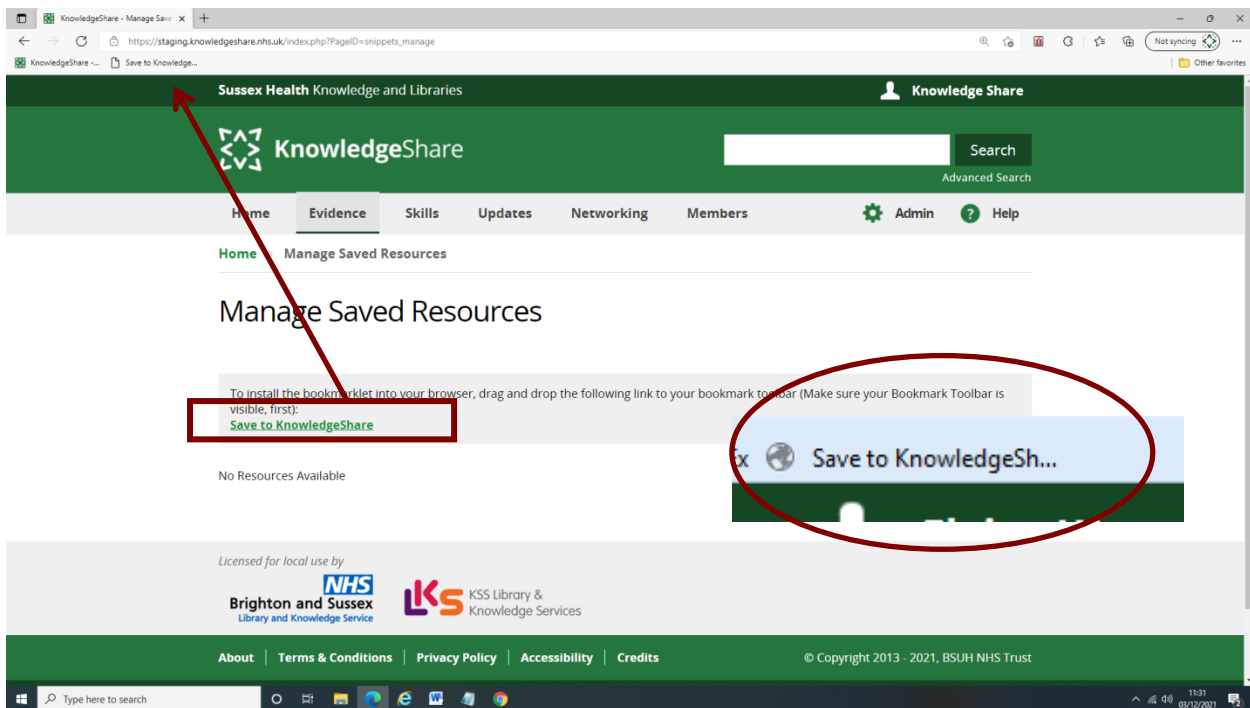
3.3.6.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar

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

- Hold the cursor over **Updates** and then click **Bookmarked Resources**

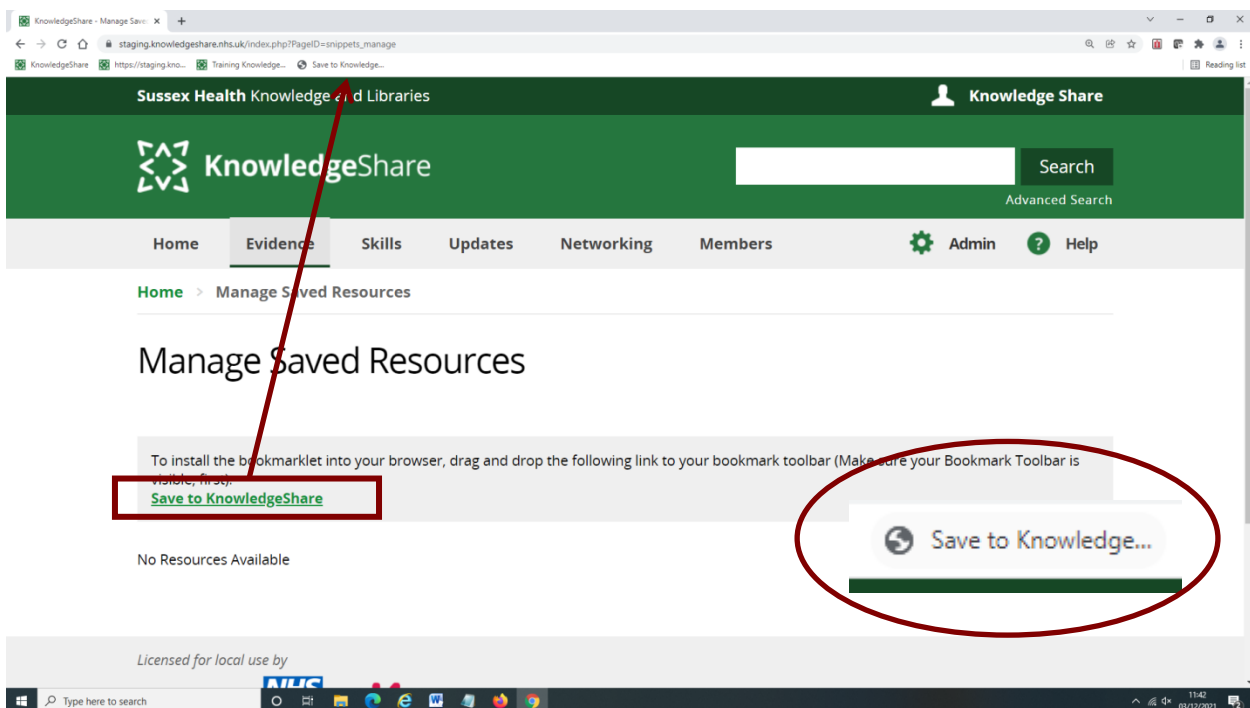


- Click and drag the **Save to KnowledgeShare** link and move it to the bookmark/favourites bar on your browser:



3.3.6.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox

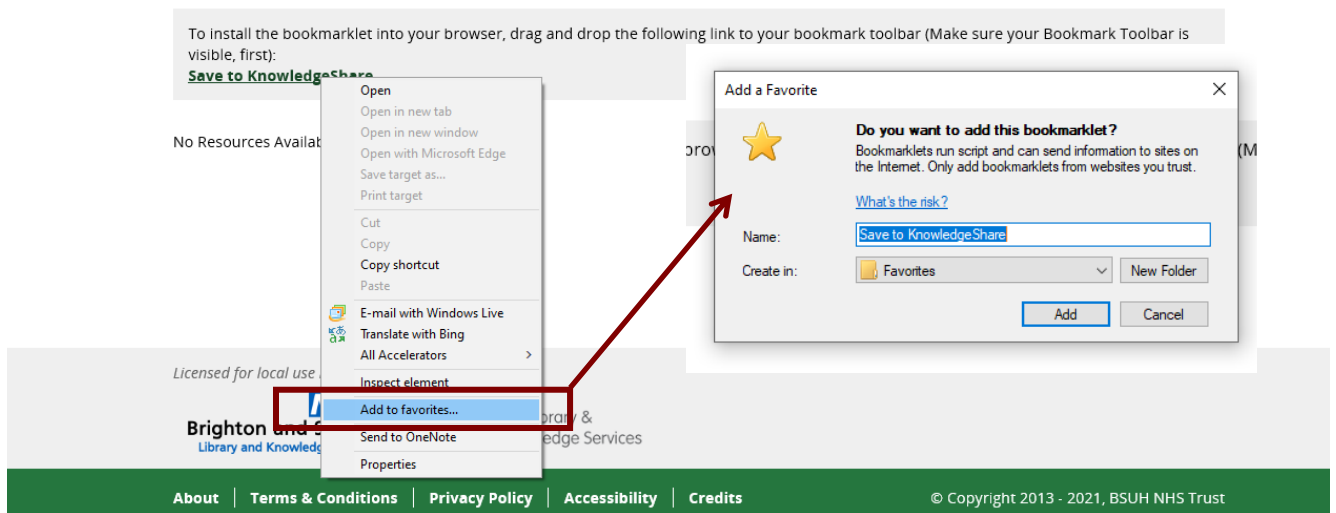
- If the bookmark/favourites bar isn't visible, click the Ctrl+Shift+B keys



3.3.6.2.1 Adding Save to KnowledgeShare link to Explorer

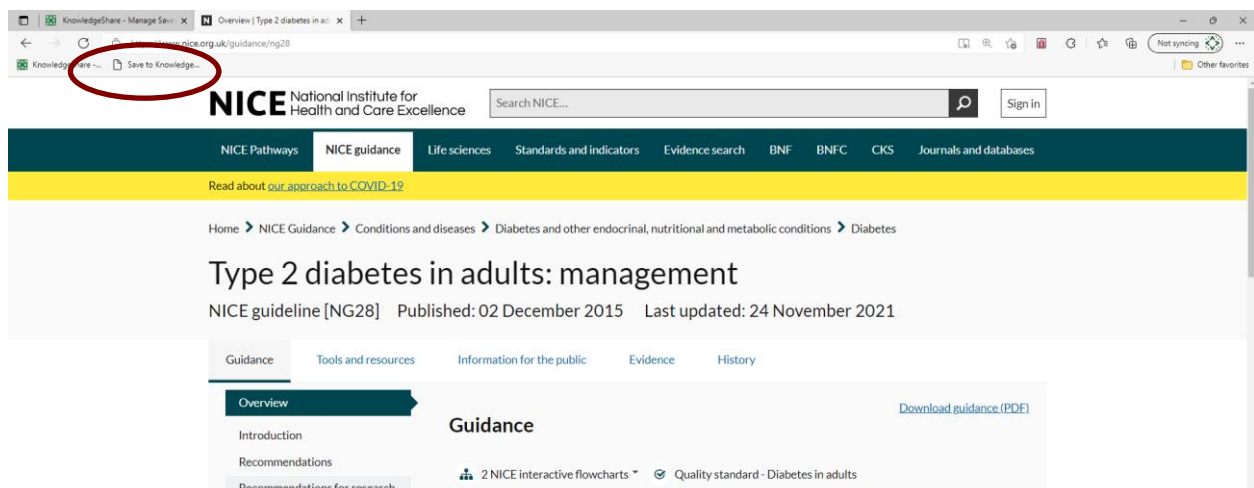
- If the bookmark bar isn't visible, right click on the "Save to KnowledgeShare" link
- Click "Add to favorites..."
- Click **Add** in the Add a Favorite pop up

Manage Saved Resources

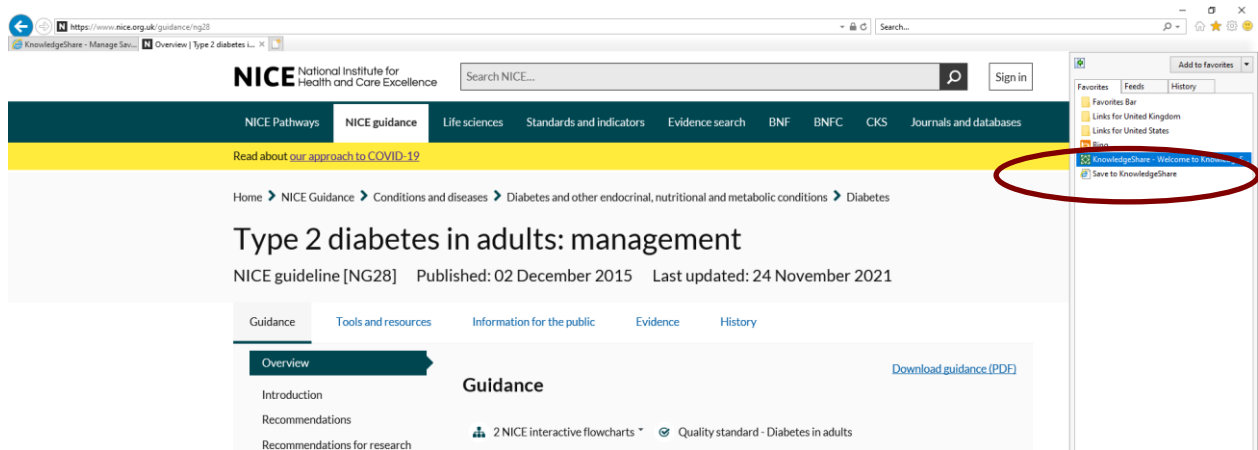


3.3.6.3 Using the Save to KnowledgeShare link to save a result

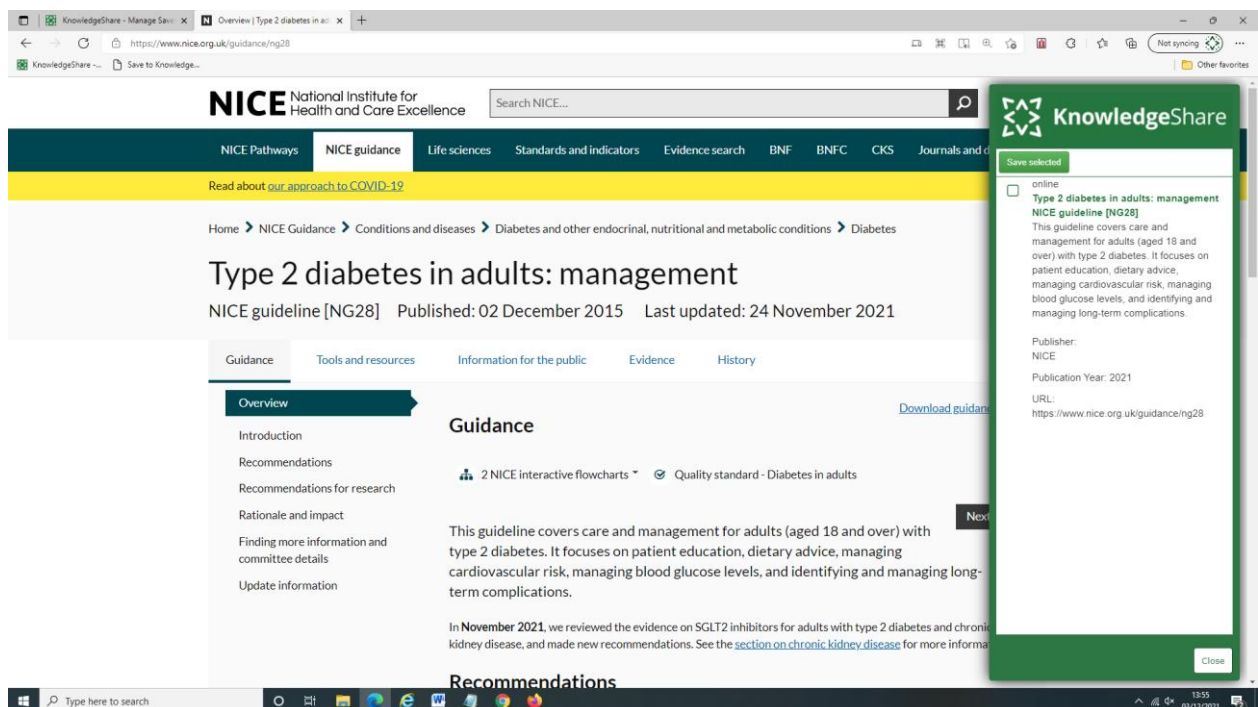
- The **Save to KnowledgeShare** link must have been saved to the bookmark/favourites bar on your browser
- In your Internet browser, navigate to the page with the article or publication that you wish to bookmark
- Click the **Save to KnowledgeShare** link in your bookmark bar or from the favourites lists
 - For Edge, Chrome and FireFox



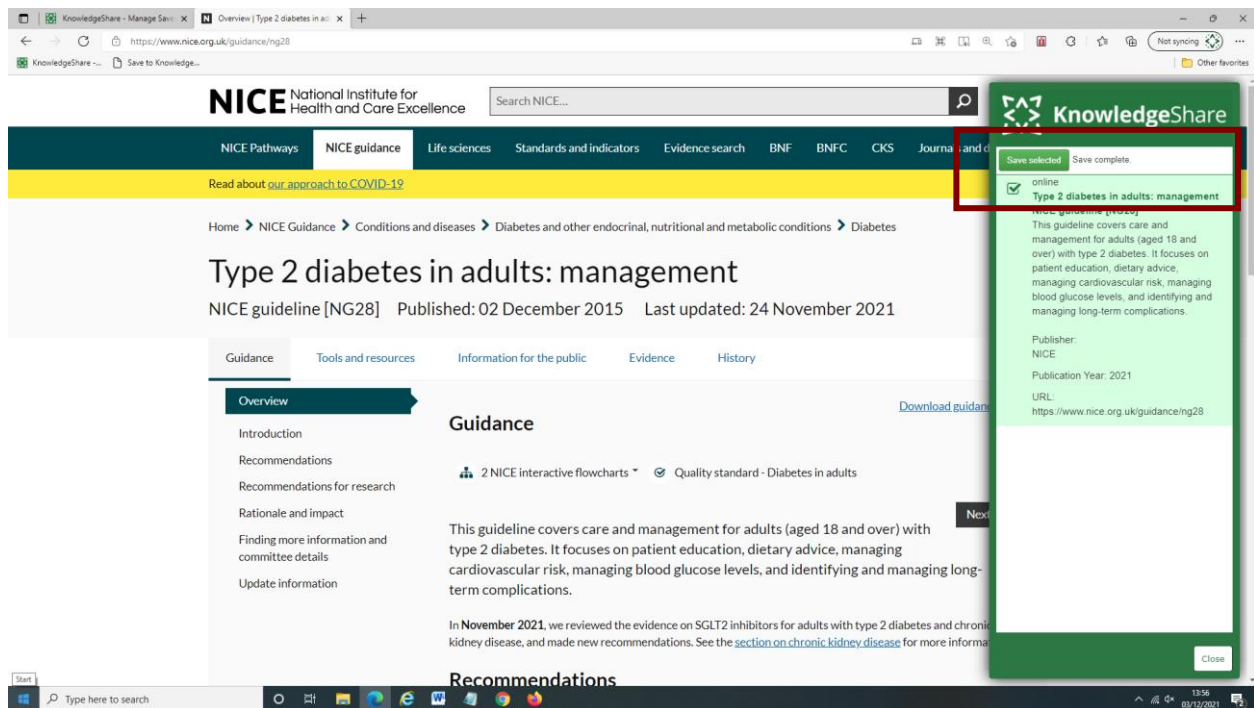
- For Explorer



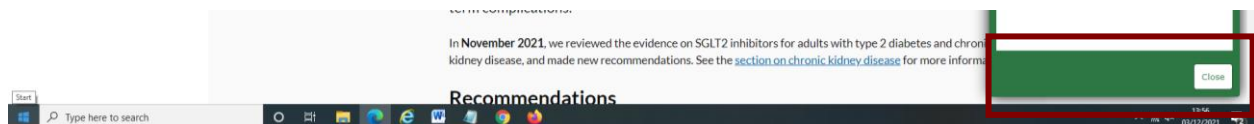
- A KnowledgeShare side-bar will open on the right of the page, displaying the citation of the page that you are on



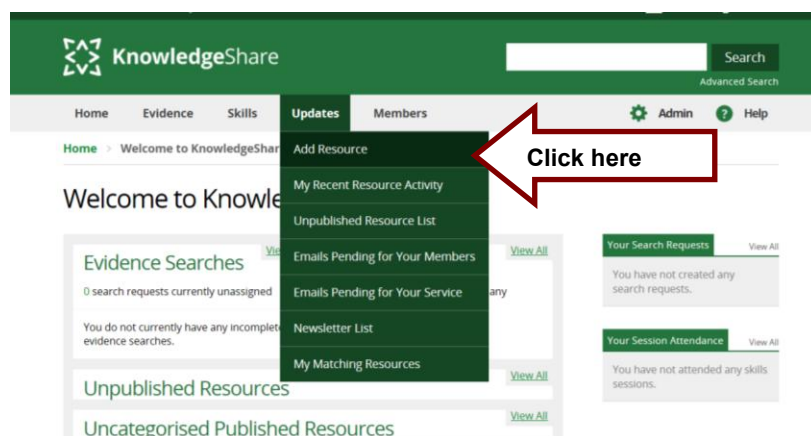
- In the KnowledgeShare side-bar click the check box next to the citation and click **Save selected**



- Click **Close** at the bottom of the KnowledgeShare side-bar



- This resource has now been bookmarked in KnowledgeShare
- In KnowledgeShare, hold the cursor over **Updates** and then click **Add Resource**



- Click **AutoFill** from **Bookmark**

Add Resource

AutoFill from Bookmark

Unpublished

Type

Evidence Level

Title

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):
[Save to KnowledgeShare](#)

| Title | Description | Date Added |
|---|---|------------|
| Type 2 diabetes in adults: management NICE guideline [NG28] | This guideline covers care and management for adults... | 03/12/2021 |

- The resource information will be imported to the appropriate fields

Add Resource

AutoFill from Bookmark

Unpublished

Type

Evidence Level

Title

Description

Characters remaining for description 243

Date resource added / /

Geographical availability

Publisher

Year published

URL

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
Unpublished

Type
Online

Evidence Level
Guideline

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.

Characters remaining for description 243

Date resource added
08 / 12 / 2021

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 Knowledge Share

KnowledgeShare

Search Advanced Search

Home Evidence Skills Updates Networking Members Admin Help

Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

Evidence Searches

100% 0 search requests currently assigned

You do not currently have any incomplete evidence searches.

Add Resource

My Recent Resource Activity

Unpublished Resource List

Emails for Your Members

Emails for Your Service

Newsletter List

My Update Emails

Bookmarked Resources

Click here

Your Search Requests View All

You have not created any search requests.

Your Session Attendance View All

You have not attended any skills sessions.

- Check the box in the 'Delete' column next to individual bookmarks or check the **Select all** box at the bottom of the list.

Home > Manage Saved Resources

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):
[Save to KnowledgeShare](#)

| Title | Description | Date Added | Delete |
|---|--|------------|--------------------------|
| Tobacco: preventing uptake, promoting quitting and treating dependence NICE guideline [NG209] | This guideline covers support to stop smoking for... | 03/12/2021 | <input type="checkbox"/> |
| Integrated care systems explained | Integrated care services represent a fundamental shift in... | 03/12/2021 | <input type="checkbox"/> |
| Type 2 diabetes in adults: management NICE guideline [NG28] | This guideline covers care and management for adults... | 03/12/2021 | <input type="checkbox"/> |

☐ Select All

Delete

- Click **Delete**

3.4 Adding categories for a Resource

What is a category?

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

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

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

- For a print list of the categories see [Handbook Appendix 1: Categories](#)

3.4.1 Selecting categories for a Resource

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

Categories

Search Categories

Selected Categories

Age Groups
 ✕ Adults

Conditions and Lifestyle Factors

Professional Interests

Settings

Staff Groups

Age Groups
 Adults ✓
 Children and Adolescents
 Neonates
 Older People

Conditions and Lifestyle Factors

Professional Interests

Settings

Staff Groups

Categories are selected from the expandable lists in the left column

Categories selected for the Resource are displayed in the right column

- Each box has categories about areas of interest:

| | |
|------------|---------------------------------------|
| Age Groups | age group of the patients of interest |
|------------|---------------------------------------|

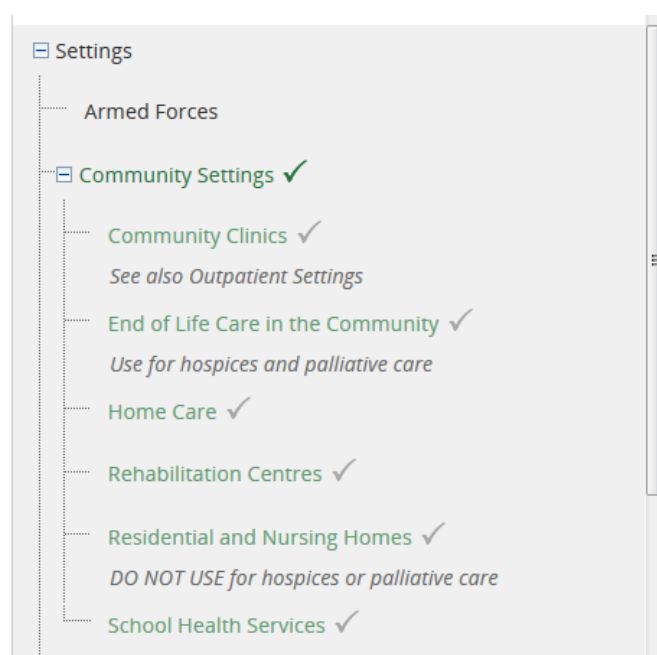
| | |
|----------------------------------|--|
| Conditions and Lifestyle Factors | clinical condition or risk factor of interest, for example diabetes or substance abuse |
| Professional Interests | non-clinical interests, for example leadership, commissioning or patient safety |
| Settings | the setting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

3.4.1.1 Be Specific

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

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

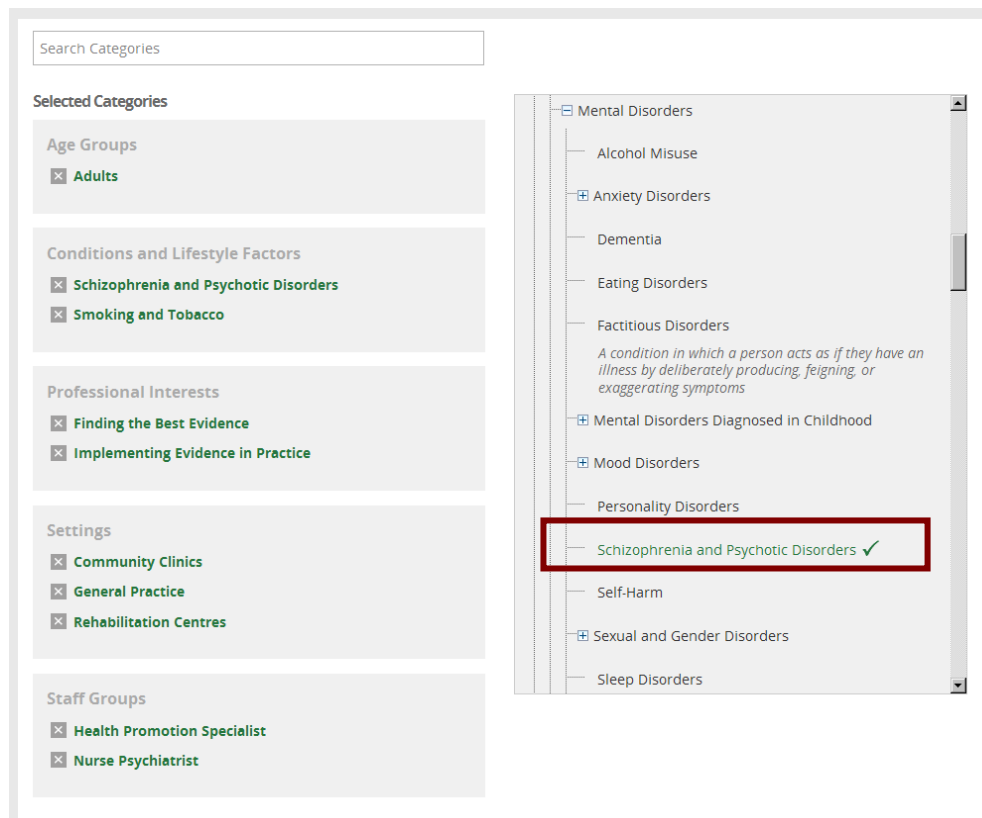
In the example below, if you select Community Settings ask yourself if the resource is relevant to all these settings?



Resource Example 1. Using Narrow Child term

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

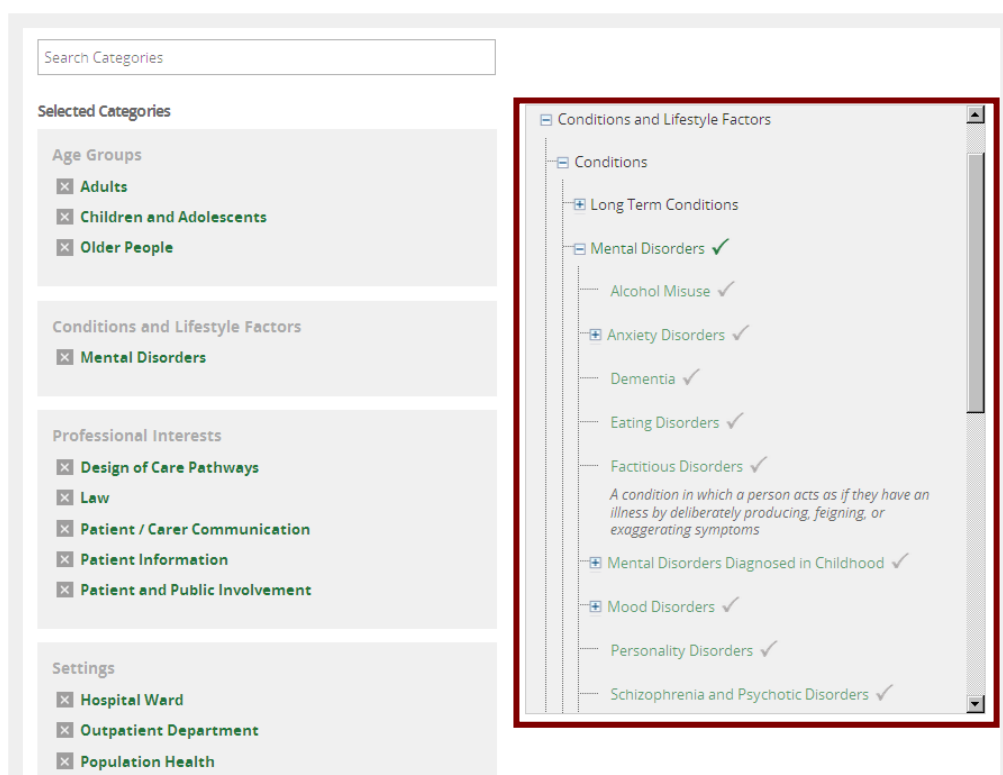
- This resource is about people with schizophrenia so only this narrow child term should be selected from under the broader parent term Mental Disorders.



Resource Example 2. Using Broader Parent Term

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

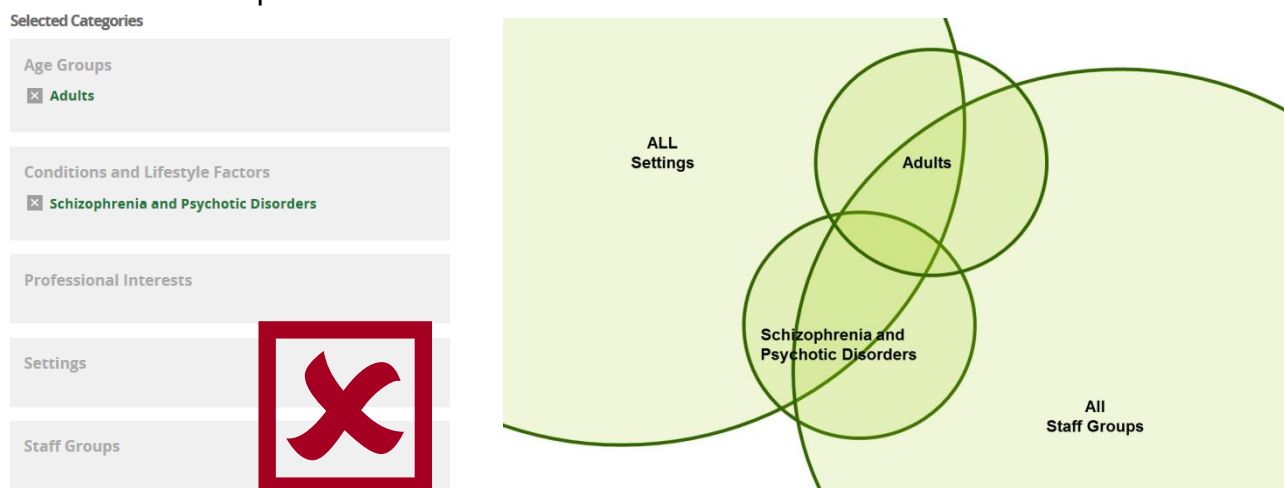
- This resource covers all aspects of mental health so selecting the broad parent term Mental Disorders, and as a consequence all the narrower child terms underneath, is appropriate
- Only select a broader parent category if the resource is relevant to ALL the narrow child categories



Resource Example 3. Don't leave Age Groups, Settings or Staff Groups “empty”

Effects of first-generation antipsychotics versus second-generation antipsychotics on quality of life in schizophrenia: a double-blind, randomised study, The Lancet Psychiatry. 2016;3(8): 717 - 729

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



- To ensure resources goes to those staff who would benefit from a resource or would be able to make use of the information, select the appropriate roles and the setting where the patient or population group are being treated.

Selected Categories

Age Groups

☒ Adults

Conditions and Lifestyle Factors

☒ Schizophrenia and Psychotic Disorders

Professional Interests

Settings

☒ Hospital Ward

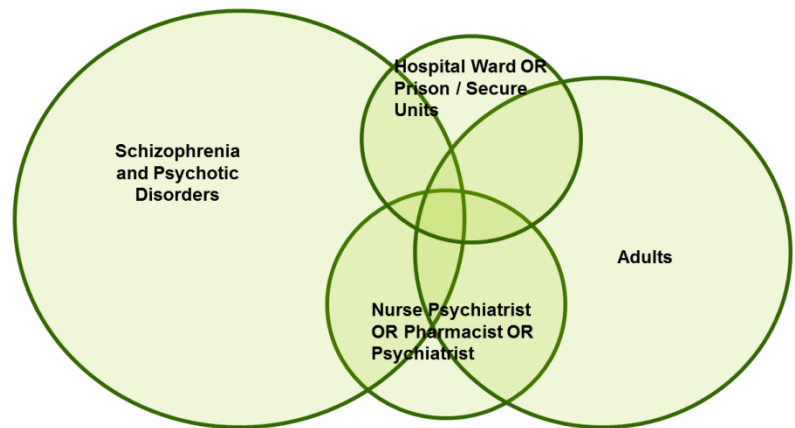
☒ Prison / Secure Units

Staff Groups

☒ Nurse Psychiatrist

☒ Pharmacist

☒ Psychiatrist



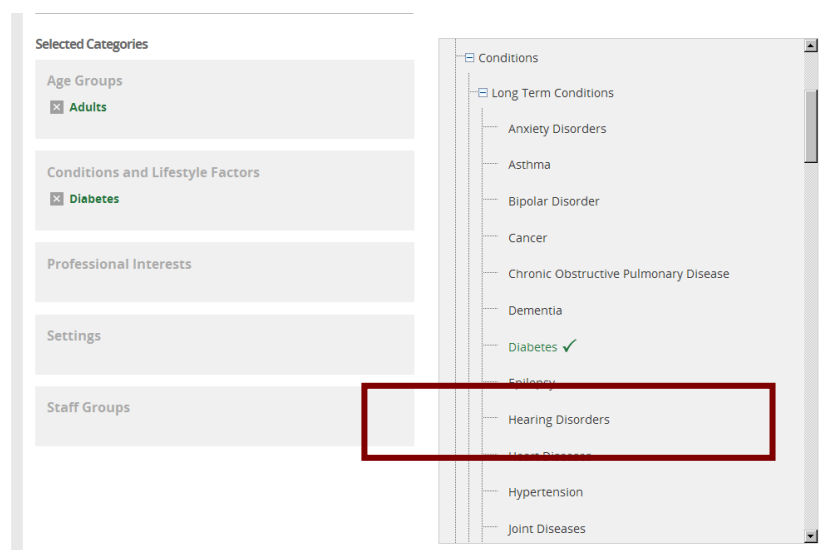
3.4.1.2 Conditions and Lifestyle Factors and Professional Interests boxes can't both be empty

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

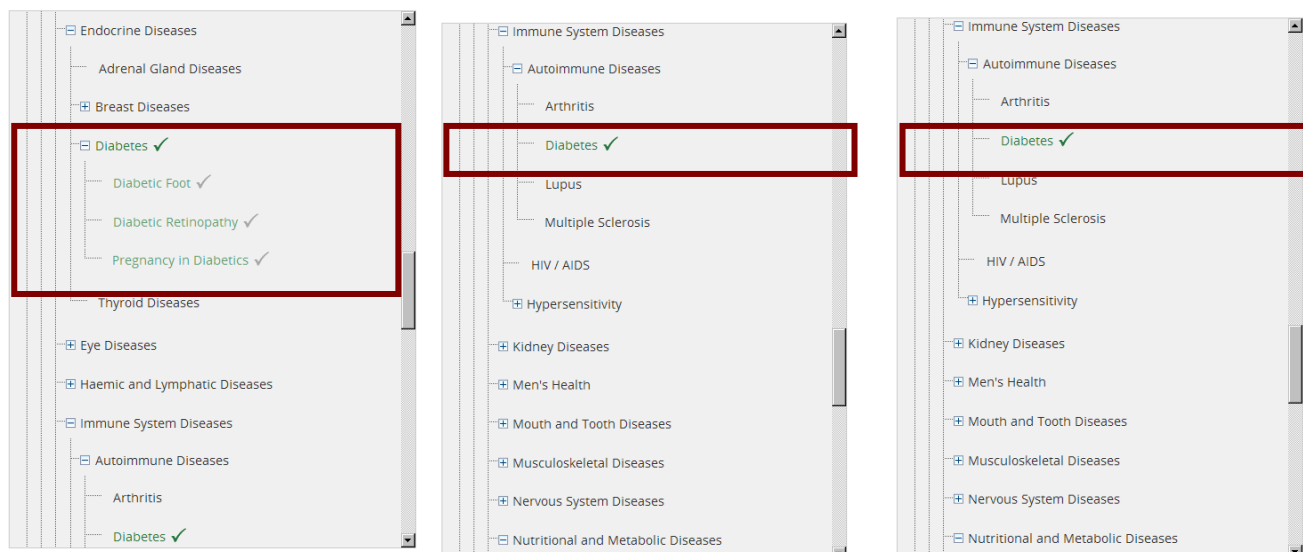
Categories restrict the resources selected, so even though the Conditions and Lifestyle Factors and Professional Interest boxes are empty, KnowledgeShare is in fact selecting ALL Conditions and Lifestyle Factors and ALL the Professional Interests for this resources. Only the Age Groups, Settings and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

3.4.1.3 Automatic selection of multiple instances of a Category

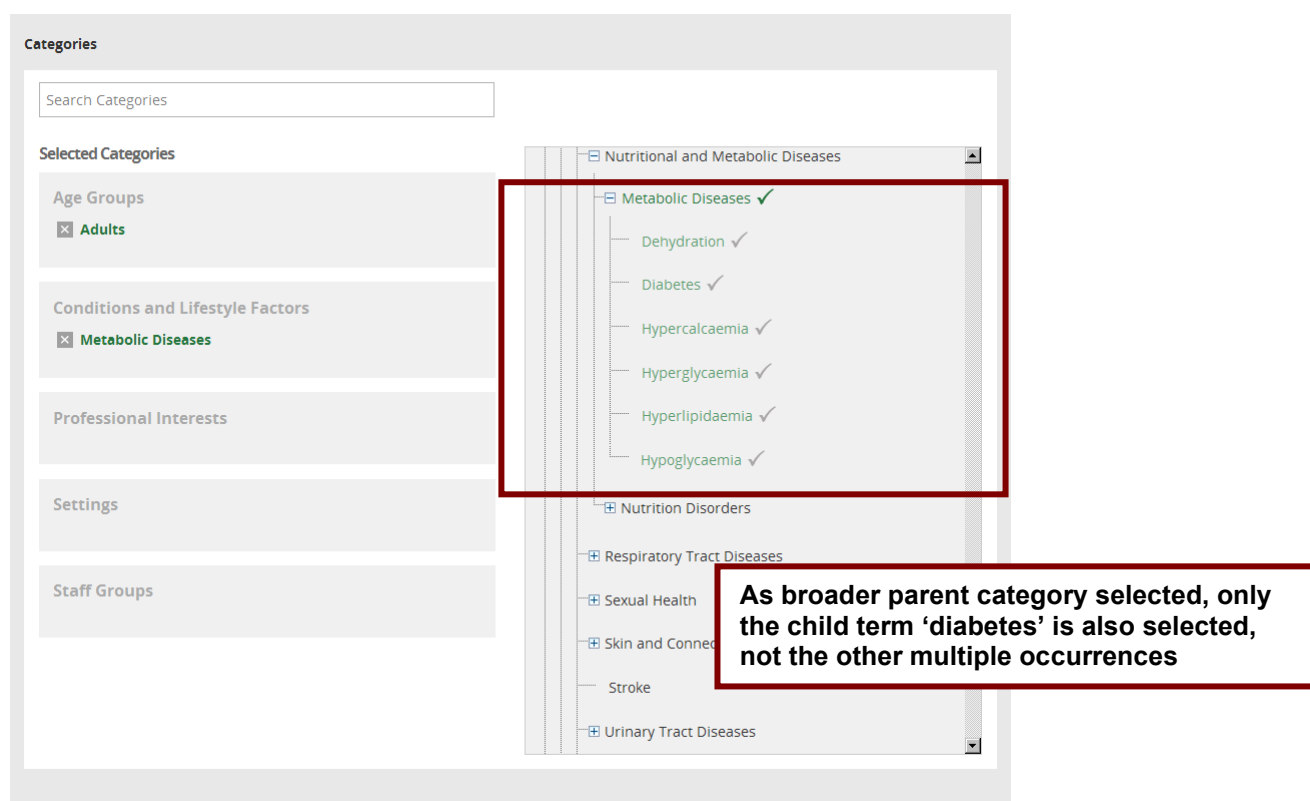
- When one instance of a category is selected all the other instances are automatically ticked.



And also selected:



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



3.4.1.4 Searching for Categories

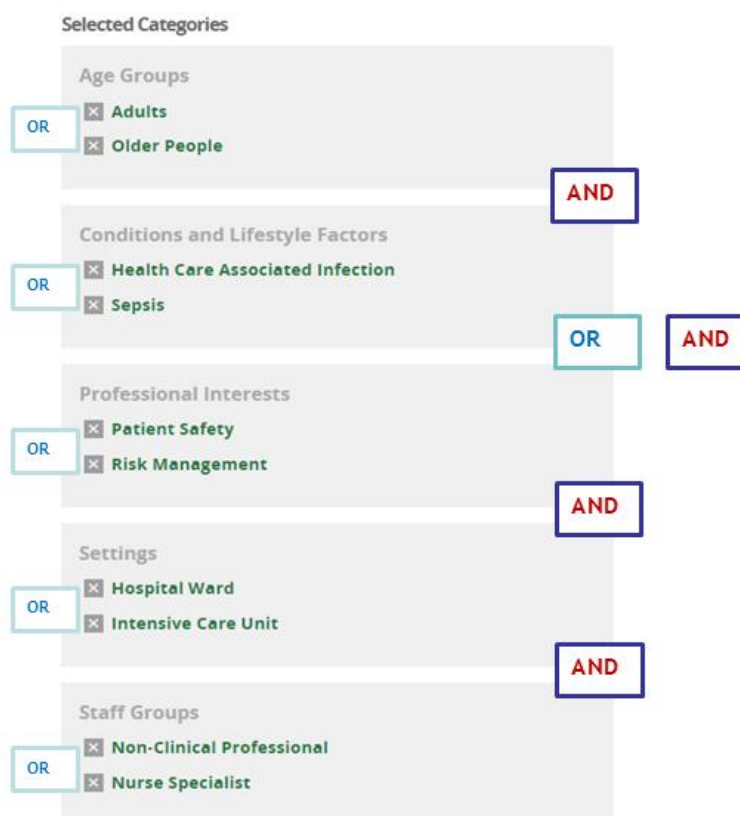
- Categories can be selected by using the Search Categories function at the top of right hand category list



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

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

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



- If a Member is only interested in a Condition and Lifestyle Factors (e.g. Diabetes) then the Professional Interests box can be left empty of category terms. This member will only receive resources that match a term in each box and also have an empty professional interests 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 match a term in each box and also 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 Conditions and Lifestyle Factors and a Professional Interest boxes
 2. a term in the Conditions and Lifestyle Factors box but the Professional Interest is empty
 3. a term in the Professional Interests box but the Conditions and Lifestyle Factors box is empty

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 NHS 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.

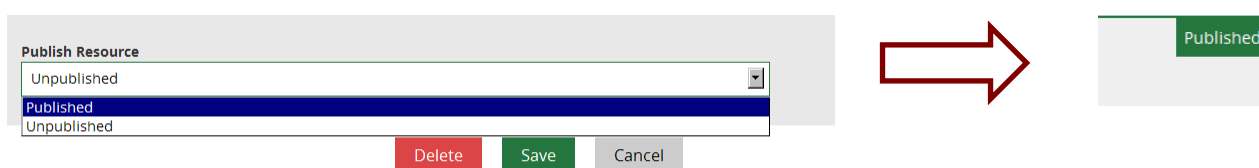
- If the matched member is not from the same LKS as the librarian viewing the resource then their name is replaced by (Member at another LKS) but the members job title, department and organisation is displayed

3.4.3 Save and Publish resources

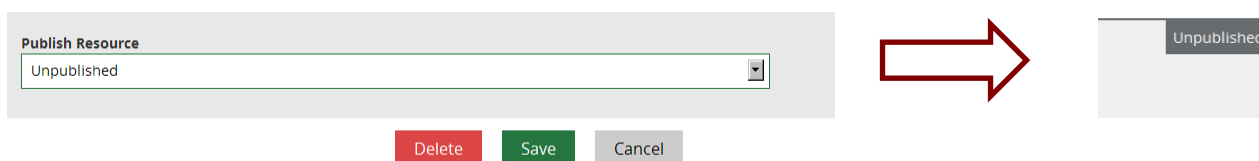
A resource can be published after categorising or published via the Unpublished Resources box on the home page.

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

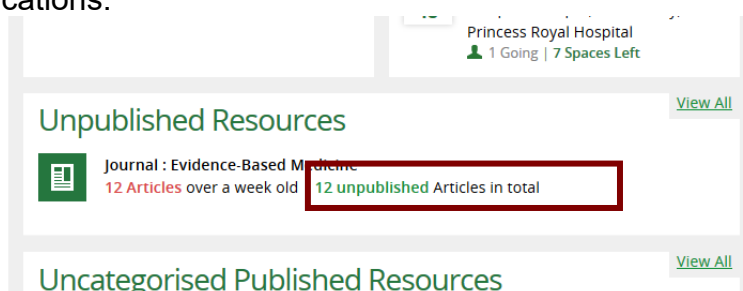


- After adding categories to a resource, if **Unpublished** is retained in the **Publish Resource** field and the record saved, the resource is not added to the members Evidence Update email.



3.4.3.2 Publish using Unpublished Resources

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



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

| | | | |
|-------------------------------------|--|---|-----------------|
| <input checked="" type="checkbox"/> | <p>Compensation for psychiatric harm after a mismanaged birth. Griffith R. <i>British Journal of Midwifery</i> 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</p> | Pregnancy and Child Birth, Adults, Neonates, Community Clinics, Home Care, Hospital Ward, Non-Clinical Professional, Midwife, Law, Safeguarding | Sue Austin + |
| <input checked="" type="checkbox"/> | <p>Surviving second year studies. [Comment] Axcell C. <i>British Journal of Midwifery</i> 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</p> | No Categories Entered | Sue Austin + |

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.wiley.com/doi/10.1111/acem.14678 | | |
| Access restriction | Available with an NHS OpenAthens password for eligible users ▼ | | |

You can still save these resources as Unpublished.

3.5 Newsletters

What is a Newsletter?

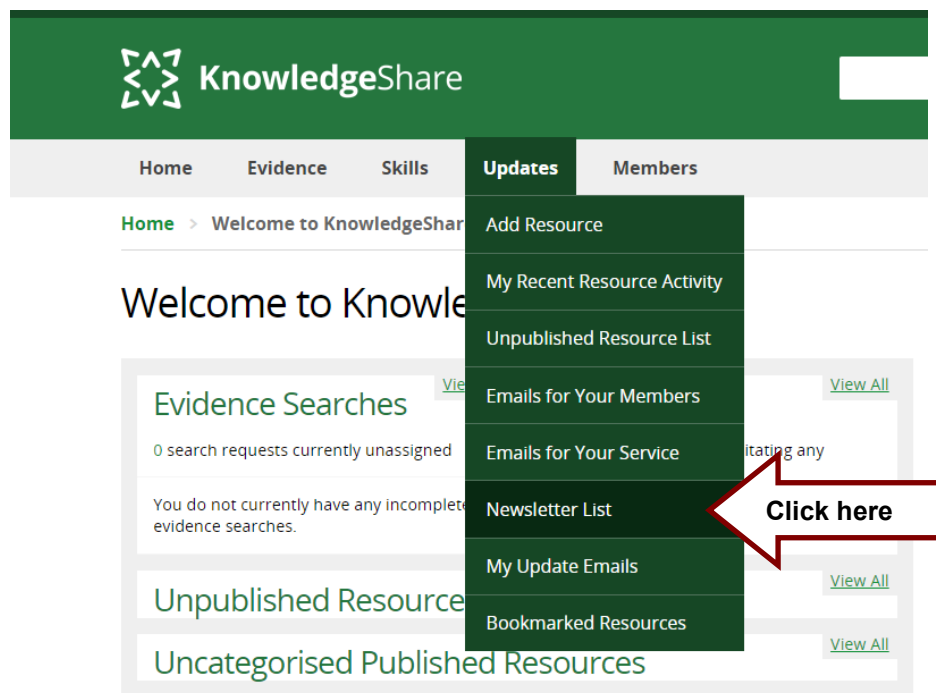
A newsletter allows Resources to be added to a report using their categories. Selection criteria allow the resources to be listed under header titles.

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

- Click **Start a new newsletter**



Details

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

Build Newsletter

Details

Resource Selection Criteria

Select Resources

Skills Sessions

Download

Upload

Output Options

Select Members to Email

Send Newsletter Emails

Email Status

Title Evidence-based practice - May 2014

Description Evidence-based practice resources for the acute environment.

Save Cancel

[Next \(Resource Selection Criteria\) »](#)

- Click **Save**

3.5.2 Resource Selection Criteria

- Click **Add New Selection Criteria**

Build Newsletter

✓ Your changes have been saved.

Details ✓

Resource Selection Criteria

Select Resources

Skills Sessions

Download

Upload

Output Options

Select Members to Email

Send Newsletter Emails

Email Status

Evidence-based practice - December 2019

Resource Selection Criteria

Resources published since [] / [] / [] [100]

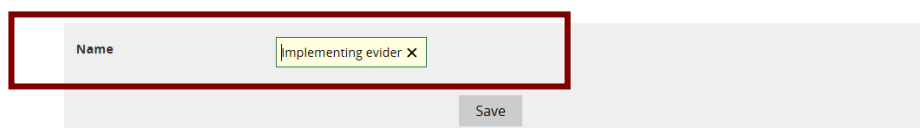
[Add New Selection Criteria](#)

Save Cancel

[« Previous \(Details\)](#) [Next \(Select Resources\) »](#)

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

Edit Resource Selection Criteria

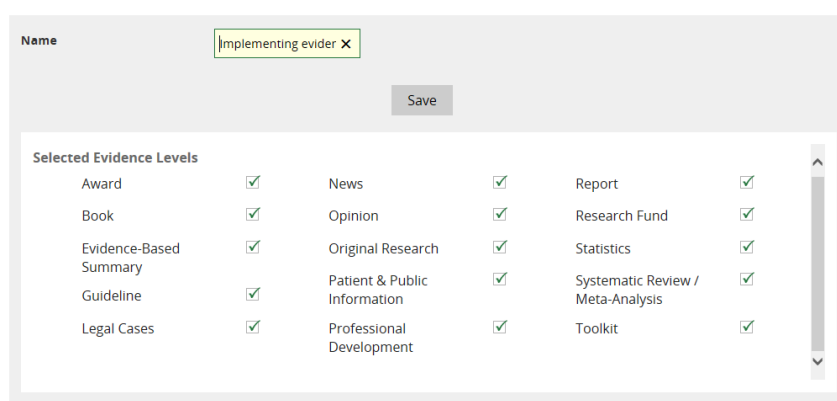


Name

Save

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

Edit Resource Selection Criteria



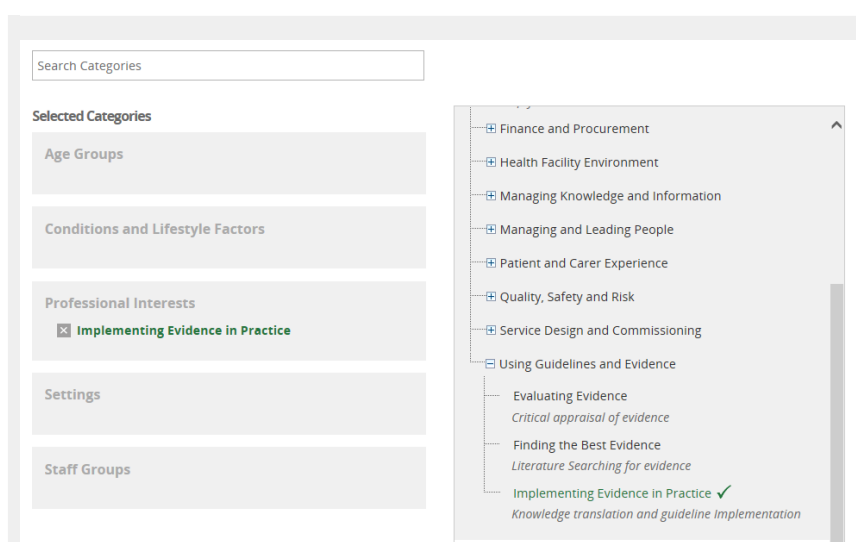
Name

Save

Selected Evidence Levels

| | | | | | |
|------------------------|-------------------------------------|------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| Award | <input checked="" type="checkbox"/> | News | <input checked="" type="checkbox"/> | Report | <input checked="" type="checkbox"/> |
| Book | <input checked="" type="checkbox"/> | Opinion | <input checked="" type="checkbox"/> | Research Fund | <input checked="" type="checkbox"/> |
| Evidence-Based Summary | <input checked="" type="checkbox"/> | Original Research | <input checked="" type="checkbox"/> | Statistics | <input checked="" type="checkbox"/> |
| Guideline | <input checked="" type="checkbox"/> | Patient & Public Information | <input checked="" type="checkbox"/> | Systematic Review / Meta-Analysis | <input checked="" type="checkbox"/> |
| Legal Cases | <input checked="" type="checkbox"/> | Professional Development | <input checked="" type="checkbox"/> | Toolkit | <input checked="" type="checkbox"/> |

- 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

- Age Groups
- Conditions and Lifestyle Factors
- Professional Interests
 - ☒ Implementing Evidence in Practice
- Settings
- Staff Groups

Finance and Procurement

Health Facility Environment

Managing Knowledge and Information

Managing and Leading People

Patient and Carer Experience

Quality, Safety and Risk

Service Design and Commissioning

Using Guidelines and Evidence

- Evaluating Evidence
 - Critical appraisal of evidence
- Finding the Best Evidence
 - Literature Searching for evidence
- Implementing Evidence in Practice ☒
 - Knowledge translation and guideline implementation

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

Some sample resources matching your selection:

| Type | 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. |

- Click **Save** when satisfied categories are selecting resources you want. **Note:** geographical availability restrictions are not applied to the sample so resources restricted to other organisations/regions/countries may be displayed. These will not be included in the final newsletter content.
- Repeat the **Add New Selection Criteria** process to add further sections to the newsletter.

Build Newsletter

✓ Your changes have been saved.

Details ✓
Resource Selection Criteria
Select Resources
Skills Sessions
Download
Upload
Output Options
Select Members to Email
Send Newsletter Emails
Email Status

Evidence-based practice - December 2019

Resource Selection Criteria

Resources published since / /

☒ [Implementing evidence in practice](#)
☒ [Evaluating Evidence](#)
☒ [Finding the best evidence](#)
☒ [Diffusion of innovation](#)

[Add New Selection Criteria](#)

« Previous (Details) Next (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 ✓

Resource Selection Criteria

Select Resources

Skills Sessions

Download

Upload

Output Options

Select Members to Email

Send Newsletter Emails

Email Status

Evidence-based practice - December 2019

Resource Selection Criteria

Resources published since 01 / 12 / 2019

Dec 2019

☒ Implementing evidence in practice
☒ Evaluating Evidence
☒ Finding the best evidence
☒ Diffusion of innovation

[Add New Selection Criteria](#)

Save Cancel

« Previous (Details) Next (Select Resources) »

- Click **Save**

3.5.3 Select Resources

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

Build Newsletter

✓ Your changes have been saved.

Details ✓

Resource Selection Criteria ✓

Select Resources

Skills Sessions

Download

Upload

Output Options

Select Members to Email

Send Newsletter Emails

Email Status

Evidence-based practice - May 2014

Select Resources

Using Guidelines and Evidence

☐ Suboptimal vitamin D screening in older patients with compromised skeletal health.
☐ Evaluation of a tailored, multi-component intervention for implementation of evidence-based clinical practice guidelines in primary care physical therapy: a non-randomized controlled trial.
☐ Evidence-based case conference: Antidepressants during ECT
☐ Neonatal jaundice

3.5.4 Skills Sessions

- Include forthcoming skills sessions in the Newsletter.

Build Newsletter

✓ Your changes have been saved.

Details ✓

Resource Selection Criteria ✓

Select Resources ✓

Skills Sessions

Download

Upload

Output Options

Select Members to Email

Send Newsletter Emails

Email Status

Evidence-based practice - May 2014

Skills Sessions

Show me all sessions scheduled to take place before: Show

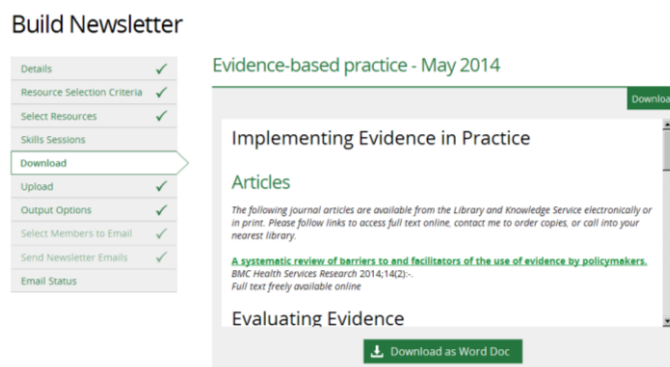
Save Cancel

« Previous (Select Resources) Next (Download) »

- Click **Save**

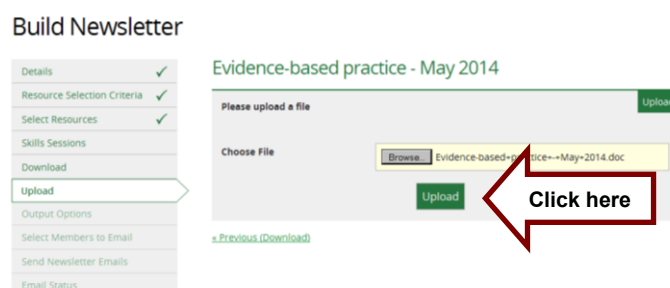
3.5.5 Download

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



3.5.6 Upload

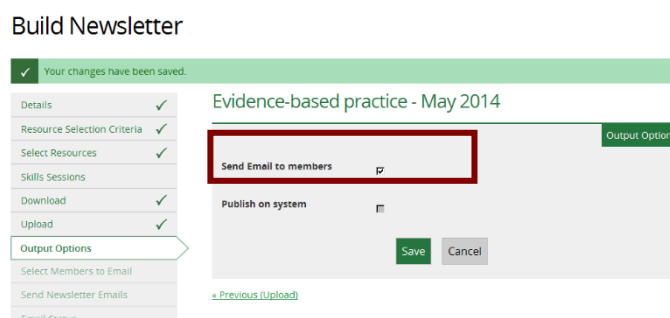
- Click **Browse** and select the reformatted newsletter, then click **Upload**.



3.5.7 Output Options

3.5.7.1 Send Email to Members

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



3.5.7.1 Publish on system

- Checking the **Publish on system** allows the newsletter to be displayed on the KnowledgeShare public information page for your library.

Brighton and Sussex Library and Knowledge Service

Elaine Watson

KnowledgeShare

Search

Advanced Search

Home Evidence Skills Updates Networking Members Admin Help

Home > Brighton and Sussex Library and Knowledge Service

Brighton and Sussex Library and Knowledge Service

Welcome

The Brighton and Sussex NHS Library and Knowledge Service supplies the evidence base to make decisions on:

- treatment
- patient care and safety
- commissioning and policy

and to support lifelong learning, undertake research and drive innovation.

We work with staff and students at:

- Brighton and Sussex University Hospitals
- Sussex Partnership
- Sussex Community
- NHS Brighton and Hove
- Public Health teams at Brighton and Hove and East Sussex
- South East Coast Ambulance Service
- and other local healthcare organisations.

Contact us to find out more.

Forthcoming skills sessions

Sep 07 [Finding Quality Health Information](#)
The Library, Audrey Emerton Building - 10:00
Find authoritative healthcare research effectively and efficiently to support patient care, service improvement, research, professional development and coursework.

Sep 07 [Better Networking with Twitter](#)
The Library, Princess Royal Hospital - 13:00
How to use Twitter effectively for professional practice

Sep 10 [How to Read a Randomised Controlled Trial](#)
The Library, Audrey Emerton Building - 13:30
Critically read research papers in order to evaluate and understand the quantitative evidence.

Sep 10 [Reflective Writing for Nurse Revalidation](#)
The Library, Princess Royal Hospital - 14:00
Workshop to introduce reflective writing and aid completing the NMC Reflective Accounts Form

Sep 11 [Keeping up with Dr Google: patient information and you](#)
The Library, Audrey Emerton Building - 10:00
A practical session about creating, finding and evaluating patient information for your patients.

Sep 11 [Podcasting: producing podcasts as an educational tool](#)
The Library, Audrey Emerton Building - 13:00
This session is part of a series of workshops offered by the Trust, looking at technology for use in educational delivery. Each session is stand-alone but would be complemented by the other sessions in the series.

LKS email
library.services@bsuh.nhs.uk

LKS website
<https://www.bsuh.nhs.uk/library/>

Region
Kent, Surrey and Sussex
[Our Staff](#)

Our Libraries

Mill View Hospital
Nevill Avenue
HOVE
East Sussex
BN3 7HZ

Princess Royal Hospital
Lewes Road
HAYWARDS HEATH
West Sussex
RH16 4EX

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

Latest Newsletters

[View All](#)

[KnowledgeShare Newsletter - Alert 92](#)

[KnowledgeShare Newsletter - Alert 91](#)

[KnowledgeShare Newsletter - Alert 90](#)

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 Newsletter

✓ Your changes have been saved.

Evidence-based practice - May 2014

Select Members to Email

Organisations:

Job Roles:

Professional interests

Add Selected

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

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

Library and Knowledge Service

Permission group:

Library and Knowledge Service:

Job title:

Primary location:

Whereas Member records do include this field:

Organisation and Role

Organisation:

Job title:

Department:

Job group:

Job role:

3.5.9 Send Newsletter Emails

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

- Click **Send**

Who does the Member receive the newsletter from?

The member of staff who is logged in and clicks send will be the person the newsletter appears to be sent by. This will override the members Assigned Librarian, if they have one

3.5.10 Email Templates for Newsletters

What is an email template?

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

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

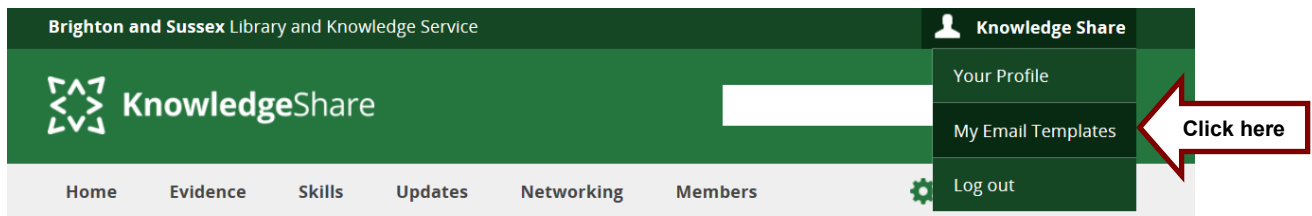
3.5.10.1 Manage your personal email templates

There are three levels of email template

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

3.5.10.2 Add a personal level email template

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

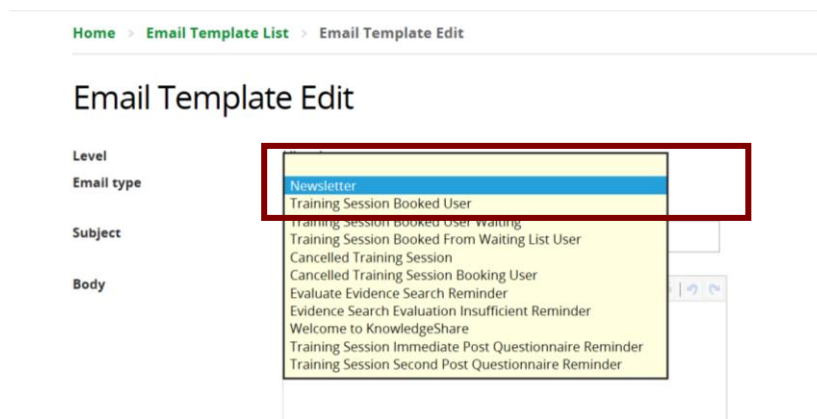


- Click **Add new template**

My email templates

[Add New Template](#)
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}}

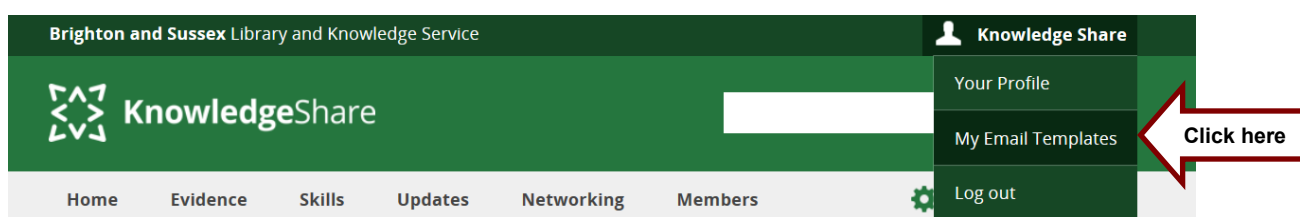
Your usual email signature

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

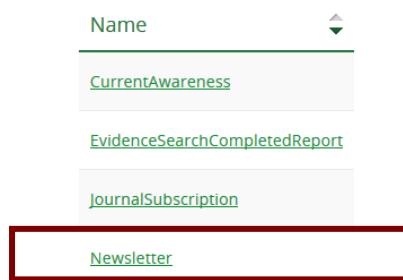
- Hold the cursor over your name in the top right of the screen and click **My Email Templates**



- 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 ✓
Resource Selection Criteria ✓
Select Resources ✓
Skills Sessions
Download ✓
Upload ✓
Output Options ✓
Select Members to Email ✓
Send Newsletter Emails ✓
Email Status

Evidence-based practice - May 2014

Email Status

Successful Emails:

| Email Address | Result |
|---|------------|
| olga.casey-bsuh.nhs.uk@lks.maldaba.co.uk | Email Sent |
| stephanie.burlier-bsuh.nhs.uk@lks.maldaba.co.uk | Email Sent |
| charles.darley-bsuh.nhs.uk@lks.maldaba.co.uk | Email Sent |
| caroline.roberts-nhs.net@lks.maldaba.co.uk | Email Sent |

3.5.12 Copy a newsletter

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

- Hold the cursor over **Updates** and then click **Newsletter List**
- Click **Copy** under Actions for newsletter you wish to update

Newsletter List

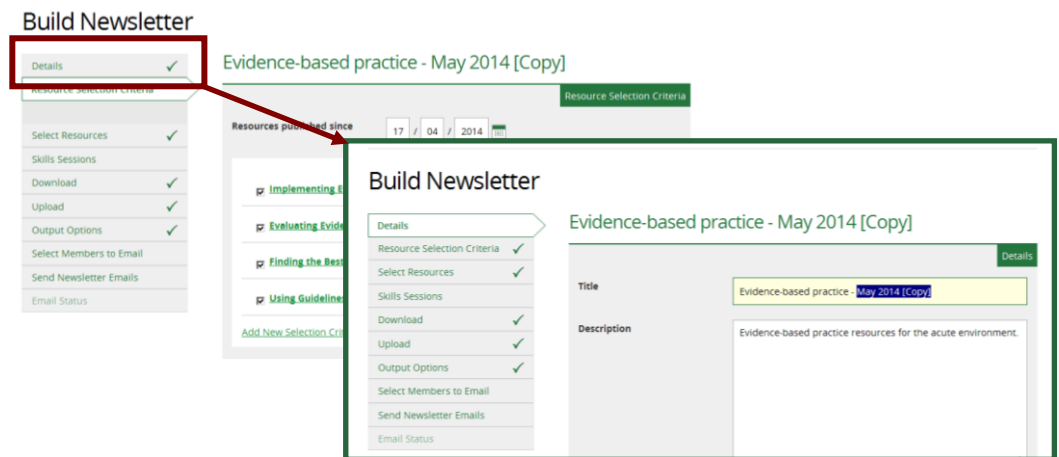
[Start a new Newsletter](#)

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

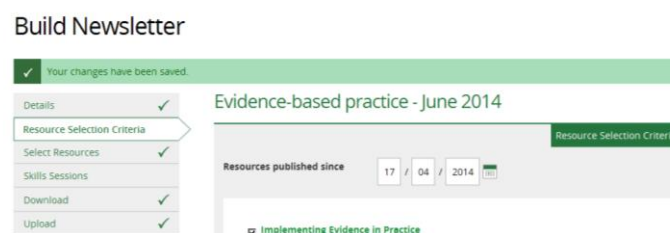
- Click on the newsletter edition with the suffix [Copy] to edit

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

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



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



3.5.13 Deleting a newsletter

- Hold the cursor over **Updates** and then click **Newsletter List**
- Click **Delete** under Actions for the newsletter you wish to delete

Newsletter List

[Start a new Newsletter](#)

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

- Newsletters expire after 100 days if not modified again. You will receive a warning via email before they are automatically deleted.

3.6 Journal Table of Content (TOC) Alerts

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

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

When will the TOCs be sent?

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

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

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

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

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

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

Will members receive one email each month listing all their requested TOCs?

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

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

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

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

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

The screenshot shows a member profile page with three main sections: Professional Interests, Journal Alerts, and Settings. Each section has an 'Edit' button with a pencil icon. A red arrow points to the 'Edit' button in the Journal Alerts section, with the text 'Click here' inside the arrow.

Professional Interests
You do not currently have any professional interests registered on the system.

Journal Alerts
You are not currently signed up to receive tables of contents for any journals.

Settings
Your contact information can be seen by :
Library and Knowledge Service staff only.

- To select journals, click in the **Subscribe to journal** field
- Available journals are listed alphabetically

[Home](#) > [My Members](#) > [Dr Walter Bray](#) > [Manage Journal Alerts for Dr Walter Bray](#)

Manage Journal Alerts for Dr Walter Bray

The screenshot shows the 'Manage Journal Alerts for Dr Walter Bray' page. It has a search bar labeled 'Subscribe to journal' and an 'Add To List' button. Below the search bar is a list of journals: Academic Emergency Medicine, Addiction, Administration and Policy in Mental Health and Mental Health Services Research, American Journal of Kidney Diseases, American Journal of Psychiatry, Annual Review of Public Health, and Autism. The 'My Journals' section shows 'No journals subscribed to'.

Subscribe to journal

Assigned librarian

My Journals
No journals subscribed to

Add To List

Academic Emergency Medicine
Addiction
Administration and Policy in Mental Health and Mental Health Services Research
American Journal of Kidney Diseases
American Journal of Psychiatry
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 Bray > Manage Journal Alerts for Dr Walter Bray

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal

Assigned librarian

Add To List **Update**

My Journals

| | |
|---|----------|
| BMJ Quality & Safety | x |
| BMC Health Services Research | x |
| BMJ Simulation & Technology Enhanced Learning | x |

3.6.1.1 Assigned Librarian

What is an Assigned Librarian?

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

- Assigned Librarian
 - Members do not see this option when self-registering or self-selecting TOCs
 - A Member cannot receive TOC emails unless they have an Assigned Librarian
- If the member does not have an existing Assigned Librarian one needs to be selected to send the TOC
- To select an Assigned Librarian click in the **Assigned librarian** field
- Click on the name of the appropriate Assigned Librarian in green text

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

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal

Assigned librarian

Add To List **Update**

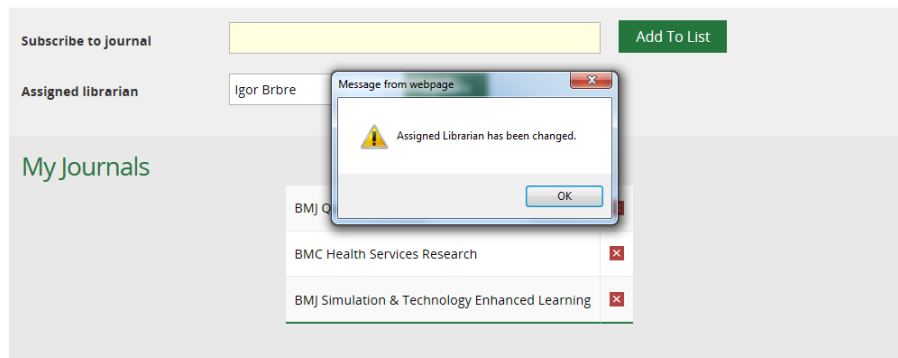
My Journals

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

| | |
|---|----------|
| BMJ Quality & Safety | x |
| BMC Health Services Research | x |
| BMJ Simulation & Technology Enhanced Learning | x |

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

Manage Journal Alerts for Dr Walter Bray



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.

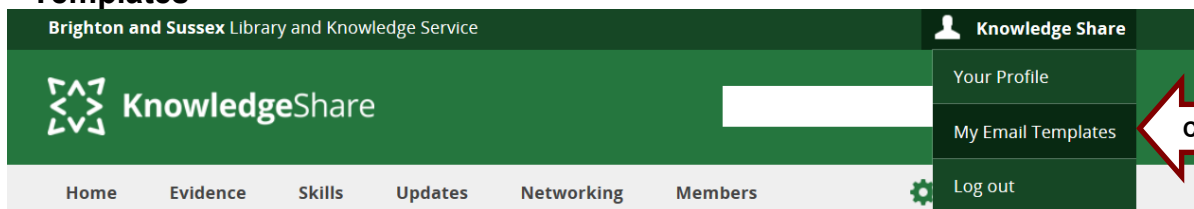
3.6.2.1 Manage your personal email templates

There are three levels of email template

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

3.6.2.2 Add a personal level email template

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



- Click **Add new template**

My email templates

[Add New Template](#)

No Templates to display

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

Home > Email Template List > Email Template Edit

Email Template Edit

Level

Email type

Subject

Body

Journal Subscription

Newsletter

Training Session Booked User

Training Session Booked User Waiting

Training Session Booked From Waiting List User

Cancelled Training Session

Cancelled Training Session Booking User

Evaluate Evidence Search Reminder

Evidence Search Evaluation Insufficient Reminder

Welcome to KnowledgeShare

Training Session Immediate Post Questionnaire Reminder

Training Session Second Post Questionnaire Reminder

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

Personal Level Template: Journal Subscription

Subject Line: Journal Table of Contents (TOC) from KnowledgeShare

Dear {{RecipientSalutation}}

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

{{JournalSubscriptionContent}}

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

Best regards,

Your name

{{SenderName}}

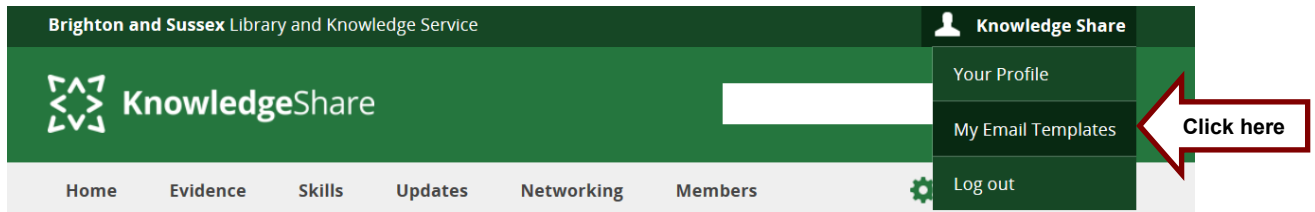
Your usual email signature

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

- Click **Save**

3.6.2.3 Edit a personal level email template

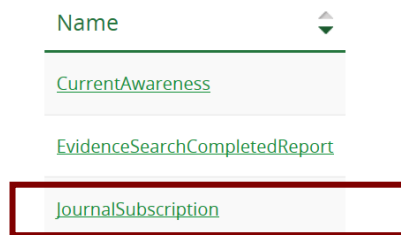
- Hold the cursor over your name in the top right of the screen and click **My Email Templates**



- Click **JournalSubscription**

My Email Templates

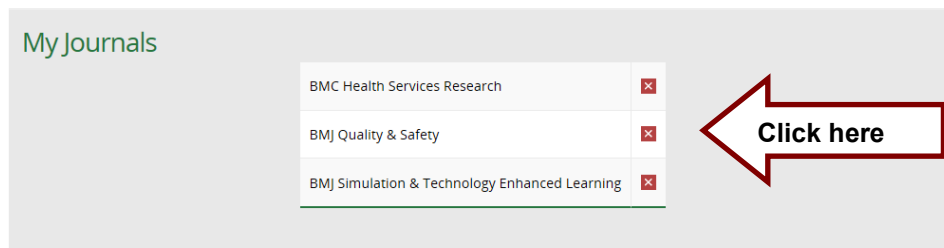
[Add new template](#)



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

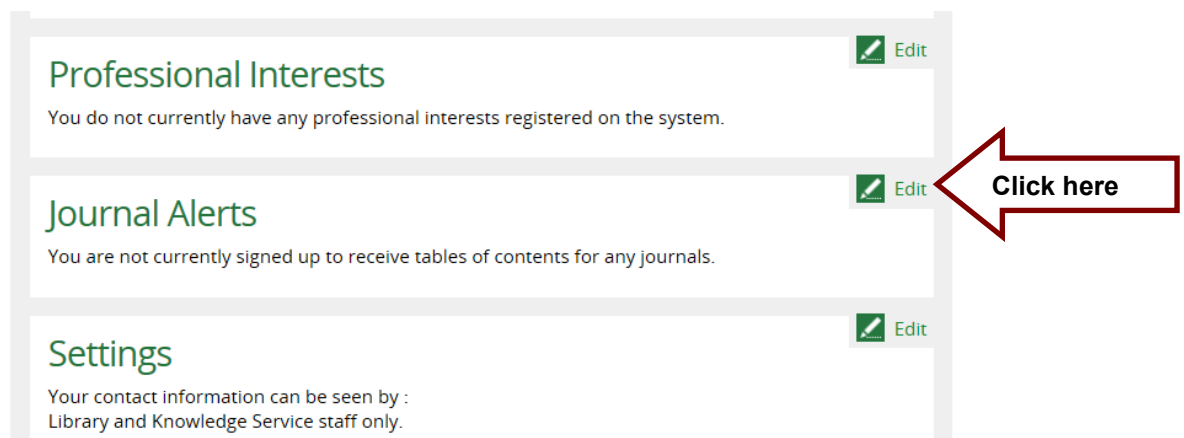
3.6.3 Delete Journal TOC Alerts for a Member

- On the Member profile page click on **Edit** on the Journal Alerts section to delete selected journal table of contents (TOCs)
- Click on the red cross to the right of the journal you want to delete from the list



3.6.4 Add Journal TOC Alerts for a Member where the journal is not listed

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



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

[Home](#) > [My Members](#) > [Dr Walter Bray](#) > [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 knowledge service to request a journal is added.

- Available journals are also listed on the 'Available TOC' tab of the [Journal Table of Contents \(TOCs\) spread sheet](#).
- If the requested journal is not listed then check if the title is available on PubMed:
 - Go to <https://www.ncbi.nlm.nih.gov/nlmcatalog/advanced>
 - Select the field=Journal and search for the journal name

NCBI Resources How To Sign in to NCBI

NLM Catalog Home Help

NLM Catalog Advanced Search Builder

BMJ Open Quality[Journal]

[Edit](#) [Clear](#)

Builder

Journal BMJ Open Quality [Show index list](#)

AND All Fields [Show index list](#)

[Search](#) or [Add to history](#)

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

NCBI Resources How To

NLM Catalog NLM Catalog BMJ Open Quality[Journal] | [Create alert](#) [Advanced](#)

NCBI journals
Journals referenced in the NCBI DBs
Currently indexed
Journals currently indexed in MEDLINE
Customize ...
Languages
English
Spanish
Customize ...
[Clear all](#)
[Show additional filters](#)

Summary Sort by Publication Date

Search results

Items: 2

☒ **BMJ open quality**

1. NLM Title Abbreviation: BMJ Open Qual
ISSN: 2399-6641 (Electronic) ; 2399-6641 (Linking)
London : BMJ Publishing Group
Currently indexed for MEDLINE
NLM ID: 101710381 [Serial]

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

☒ **BMJ quality improvement reports**

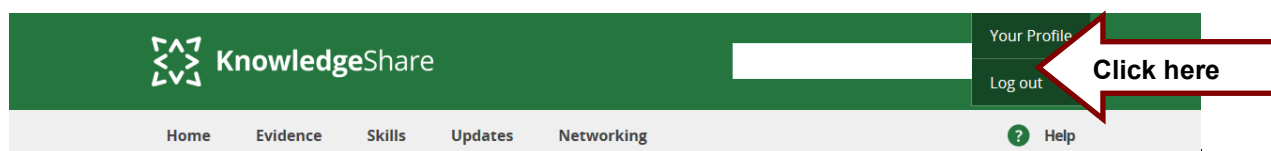
2. BMJ Publishing Group.
NLM Title Abbreviation: BMJ Qual Improv Rep
ISSN: 2050-1315 (Electronic) ; 2050-1315 (Linking)
[London, England] : BMJ Publishing Group Ltd, 2012-
Not currently indexed for MEDLINE
NLM ID: 101629512 [Serial]

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

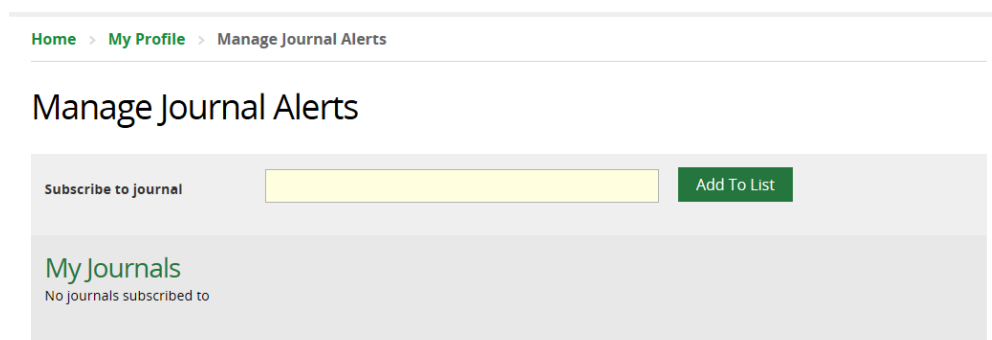
- When the journal is marked as currently indexed on MEDLINE, then email uhsussex.knowledgeshare@nhs.net to request this journal is added to the TOC journal list. You will be emailed back when it is added to the list.
- When the journal list is marked as not currently indexed on MEDLINE, you will not 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 [Journal Table of Contents \(TOCs\) spread sheet](#).

3.6.5 Members adding a Journal TOC Alert - CURRENTLY DISABLED

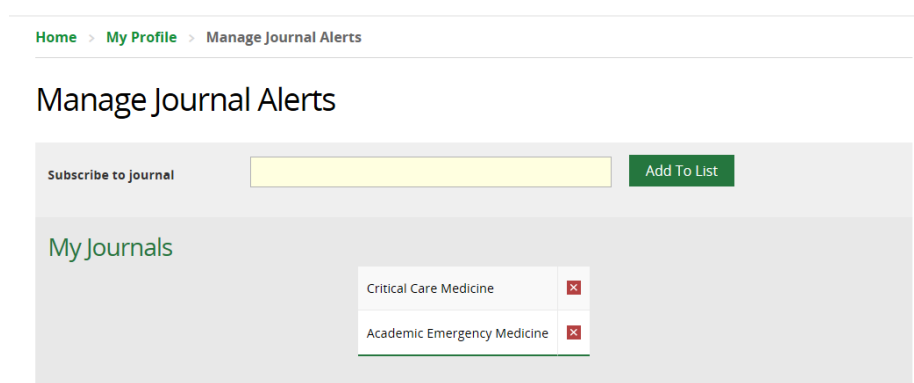
- Member navigates to their profile page by clicking **Your Profile**



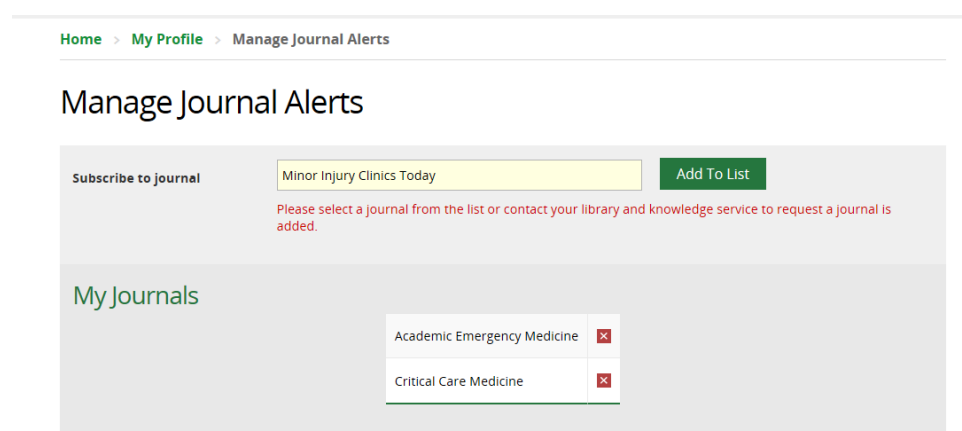
- Member clicks on **Edit** on the Journal Alerts section to add or delete selected journals table of contents (TOCs)



- 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



- 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



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

Manage Journal Alerts

| Subscribe to journal | Add To List |
|-----------------------------|--|
| <input type="text"/> | <input type="button" value="Add To List"/> |
| My Journals | |
| Critical Care Medicine | <input type="checkbox"/> |
| Academic Emergency Medicine | <input type="checkbox"/> |

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

- Assigned Librarian
 - Members do not see this option when self-registering or self-selecting TOCs
 - A Member cannot receive TOC emails unless they have an Assigned Librarian
- When a Member self registers and adds journals to their Manage Journal Alerts page, an alert is sent to the Named LKS administrator to ensure an Assigned Librarian is added to the account.

System Level Template: MemberWithJournalMissingAssignedLibrarian
Subject Line: Member is missing an assigned librarian on KnowledgeShare

Dear Ben

Member Jamie Smith has just opted to receive journal table of contents (TOCs) but does not have an assigned librarian.

- ACTION:** Please select a librarian for this member in order for them to receive journal table of contents emails.

Best wishes,
KnowledgeShare Administration

_____ Sent out by KnowledgeShare _____

- There are a number of actions that need to be taken by library staff after the email alert:
 - 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
 - On the Manage Journal Alerts page add an Assigned Librarian
 - Click on the name of the appropriate Assigned Librarian in green text

Manage Journal Alerts for Dr Walter Bray

Subscribe to journal

Assigned librarian

My Journals

| | | |
|---|-------------------|----------------------------------|
| Cecilia Bethencourt | | |
| Igor Brbre | | |
| David Breeze | | |
| Kevin Burgoyne | safety | <input type="button" value="x"/> |
| Matt Day | | |
| Amy Dunn | Services Research | <input type="button" value="x"/> |
| AnneMarie Frank | | |
| BMJ Simulation & Technology Enhanced Learning | | <input type="button" value="x"/> |

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

Manage Journal Alerts for Dr Walter Bray


Subscribe to journal

Assigned librarian

My Journals

| | | |
|---|--|----------------------------------|
| BMJ Q | | |
| BMC Health Services Research | | <input type="button" value="x"/> |
| BMJ Simulation & Technology Enhanced Learning | | <input type="button" value="x"/> |

Message from webpage

 Assigned Librarian has been changed.