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### How do I arrange individual or departmental training?

As an alternative to e-learning you are welcome to contact the library to organise a tailored information skills training session for yourself or your department or group of staff. The training could take the form of a presentation/awareness session in your department, the Library Seminar Room or appropriate Trust training/meeting rooms.

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#### For more information contact:

Louisa Fulbrook (Deputy Library Services Manager)

#### Francis Costello Library

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The Robert Jones and Agnes Hunt   
Orthopaedic Hospital

NHS Foundation Trust

## Information Skills Training



Francis Costello  
**LIBRARY**  
Evidence • Research • Learning

**Francis Costello Library**

***Supporting your development***

Website : <http://www.rjah.nhs.uk/library> Tweet : @CostelloLib

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## Francis Costello Library e-learning modules

The library has introduced a range of training modules as e-learning which will enable access at any time from both work and home via ESR. You are welcome to use the IT facilities in the library to undertake e-learning modules at any time. E-learning modules help you to develop skills to search effectively for evidence-based information and to appraise it for relevance and credibility. Learning outcomes meet recognised key skills and competencies.

The modules are written by professional librarians and are mapped to the NHS KSF, Royal College of Nursing Competencies and SCNU 7 Pillars of Information Literacy for HE. For up-to-date details on how to access our e-learning please go to our webpages at <http://www.rjah.nhs.uk/library/training>

The information skills modules available are:-

### How to register for Athens (20 mins)

- Register for an Athens username and password
- Reset password if the need arises
- Update your Athens details when moving to another trust

### NICE Evidence Search (10 mins)

- View resources available without an NHS Athens account
- Identify resources available in your own Trust/SHA
- Search for evidence from all NICE Evidence sources
- Use and customise My Library

### Critical Appraisal (180 mins)

- Understand the context and relevance of critical appraisal
- Appraise published trials and systematic reviews.
- Assess their reliability and relevance, using an accredited tool (e.g. CASP, Oxford)
- Awareness of levels (grades) of evidence in published research

## Cochrane Library (60 mins)

- Basic Searching
- Have an understanding of the different Cochrane Databases within the Cochrane Library
- Advanced Searching

## Publishing, Copyright and Citations (60 mins)

- Submit a paper for publication
- Good authoring practices
- Structuring a paper
- Abstract writing
- Copyright and Referencing
- Understand legal, moral and licensing framework of scientific publishing
- Harvard and Vancouver referencing
- Creative Commons
- Open Access publishing
- Understand and use bibliographic software for managing references

## E-learning for Healthcare search skills modules

A suite of e-learning modules to support search skills has been developed by Health Education England in liaison with NHS Library and Knowledge Services. Seven modules are available and can be found on the eLearning for healthcare website <https://www.e-lfh.org.uk/programmes/literature-searching/> Users can opt to log-in to record their training but this is not essential and certificates can be downloaded on completion.

The available modules are:

1. **Introduction to searching** (10 mins)
2. **Where do I start searching?** (15 mins)
3. **How do I start to develop a search strategy?** (20 mins)
4. **Too many results? How to narrow your search** (20 mins)
5. **Too few results? How to broaden your search** (20 mins)
6. **Searching with subject headings** (20 mins)
7. **How to search the Healthcare Databases (HDAS)** (20mins)