

## For more information or to book a training session contact us ...

2nd Floor, New Alderley House, Macclesfield District General Hospital,  
Victoria Road, Macclesfield, SK10 3BL

Tel: **01625 66 1362** :: Email: **ecn-tr.stafflibrary@nhs.net**



### Evidence searching

If you are looking for information to develop services, CPD or to support decision making, we can assist you and save your time by searching for the evidence on your behalf.

### eLearning Support

01625 663137

[ecn-tr.elearningsupport@nhs.net](mailto:ecn-tr.elearningsupport@nhs.net)

### Training Admin

(password resets etc)

01625 666520

[ecn-tr.trainingadmin@nhs.net](mailto:ecn-tr.trainingadmin@nhs.net)

### IT Training for Trust staff

ECT staff are able to access online training from the Midlands and Lancashire Commissioning Support Unit, who provide IT services to the Trust. The '*Learn in minutes*' library has a large number of short 'How do I' questions and answers such as 'how do I change my network password?'. There are also beginner, intermediate and advanced workbooks covering Word, Excel, Outlook, Access, PowerPoint and Excel, as well as some clinical systems.

<http://customer.cheshireict.nhs.uk/training>



[www.eastcheshirehslibrary.net](http://www.eastcheshirehslibrary.net)



# Training

**Library &  
Knowledge  
Service  
courses**

June 2019



The library runs a number of different courses, which can be arranged for 1:1 or small group sessions. Training can be conducted in the Library or your place of work. Current courses include:



## Overview of Online Library Resources

### An introduction to the 'Evidence Portal' on the library website

Covers: NHS Athens; decision support tools; NICE Guidance; Cochrane and databases, including basic evidence searching.

Useful for: all Trust staff who want a basic overview of quality clinical information resources.

## Advanced Evidence Searching

### An in-depth look at how to conduct an evidence search

Covers: defining your research or clinical question; developing a search strategy; advanced searching skills; and exporting search results.

Useful for: anyone wanting to conduct a thorough evidence or literature search for a clinical audit, systematic review, or similar.

## Study & Research Skills

### A basic overview of useful skills and resources for coursework or research

Covers: defining an essay or research question; useful resources; doing a literature search; structuring your essay; and referencing.

Useful for: anyone returning to study after a break away from education, or starting a personal research project.



## How to do a Systematic Review

### A structured approach for how to conduct a Systematic Review

Covers: is your research valid; defining your question; scoping; databases; other sources of evidence; selection criteria; and sifting results.

Useful for: anyone undertaking a Systematic Review.

Want a quick 10-minute demo on a specific resource?  
Get in touch!

## Introduction to Critical Appraisal

### How to read a paper

Covers: the evidence hierarchy; study types; peer review; and basic statistics.

Useful for: anyone who makes decisions based on research papers.

## Social Media in the Workplace

### How to use social media in a professional capacity

Topics can include: Twitter; Facebook pages and groups; LinkedIn; WhatsApp.

Useful for: anyone who wants to use social media for professional communications.

## Basic IT Skills

### Learn the basics or improve your skills & confidence in using a computer

Topics can include: Windows and file management; Word; PowerPoint; Email; and searching the internet.

Useful for: absolute beginners or those who would like a refresher.