



Library & Knowledge Service
Broadening your Horizons

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.

The Library has a wide selection of books and e-books available to all staff.



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>



Visit our website: www.eastcheshirenhslibrary.net



Training

Library & Knowledge Service courses

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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:

Evidence searching

If you are looking for information to develop services, CPD or to support decision making, we can show you how to search the evidence. Learn the basics of evidence searching using healthcare databases and a brief introduction to the NICE Evidence web portal. No previous experience necessary. This training is available for beginners, intermediates or anyone simply requiring a refresher. They can be tailored to suit individual needs and can be delivered as 1 to 1 or group training.



All courses can be run in the Library or at your place of work, including out in the community settings.

Critical appraisal

The course is in three sections, covering the following types of study: systematic reviews, randomised controlled trials and qualitative research. We can go through any or all of them with you depending on your needs.

If you're doing research, auditing or just interested in learning how to read and understand journal articles better, contact the library today!

Cochrane Library

This course instructs staff in effective literature searching using the Cochrane Library and will cover keyword and MESH search, combining search terms, saving search histories and printing/saving results.



Using social media at work

Learn how to create and use popular social media tools such as Facebook and Twitter to promote your service and engage your users.



Basic IT skills

This course is tailored to your specific requirements and is suitable for absolute beginners or those who would like a refresher. Topics can include: Windows and file management; Word; PowerPoint; Email; or searching the internet.

Many resources are only available to subscribers. **Athens** is the key to unlocking access. Register free:

<http://openathens.nice.org.uk>

For help and training in the use of **any** of the Athens resources contact the Library.