Royal Papworth Library Services

	Library and Knowledge Services Training Programme: February 2022				
	Session name	**What will you learn?**	**Who is for?**	**Dates and times**	**How to book**
Getting you started	**Get To Know Library Services**	• Overview of services available • How to borrow a book • How to renew a book	• You are new to Royal Papworth • You have been at Royal Papworth for a while but need a refresher on how to access Library Services	Wed, 9 Feb, 2022 13:00–13:20	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like**
Made easy sessions to build your understanding	**Accessing Journal Articles Made Easy**	• How to find out if we subscribe to a specific journal • How to obtain the full text of an article	• You are keen to access the full text of an article • You are not sure if we subscribe to a specific journal title	Fri, 25 Feb, 2022 12:30–12:50	
	E-books Made Easy	• How to search for an e-book • How to get the best from the different e-book collections available	• You are new to using e-books • You would like to know how to download e-book chapters • You'd like to know which e-books are available	Thu 17 Feb, 2022 13:00–13:30	
	E-resources Made Easy	• How to access e-resources from work or home 24/7 • How to quickly navigate to the right resource for your needs • How to have access to the latest publications in your area of interest	• You would like to know about the different e-resources available • You have an OpenAthens account but aren't sure where to start • You would like to find out more about: UpToDate, Royal Marsden or ClinicalKey • You want to use the best resources for your course or role	Please contact us to arrange	Booking form Name Required Name Email address Required Email address Job title Required Job title Department Required Department Please select the training session that you would like to book. Required ☐ Advanced: Literature Searching - 6/1 - 9:00-10:00

Developing your academic and research skills	Academic Writing	• The principles of academic writing • How to write in a formal academic style • The basics of essay writing and planning • How to overcome common difficulties in academic writing	• You are studying for an academic course at university level • You want to feel more confident in your use of English in academic writing • You are returning to study after a long break	Tue, 15 Feb, 2022 10:00–11:00	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like**
	Critical Appraisal Basics	• Understand what critical appraisal is • Know what to look for in a paper in order to critically appraise it • Be able to interpret basic statistics within a research paper	• You are studying for an academic course at university level • You are undertaking an audit or project for clinical practice and need to evaluate different interventions • You want to increase your confidence in understanding the statistics in journal articles	Please contact us to arrange	
	Advanced Evidence Searching Skills	• How to map your search concepts to the medical subject headings • How to use proximity searching • How to use truncation • How to structure a search using PICO	• You have searched the healthcare databases before and need help to refine your strategy • You'd like to learn some more systematic search techniques • You have attended the beginner training session and want to build on your learning	Please contact us to arrange	

	Course	What you will learn	This is for you if...	Date	Booking
	Evidence Searching Skills for Beginners	• How to search the healthcare databases via HDAS • Know which databases will meet your needs • How to structure a simple search • How to save the results and export them	• You have very little experience searching academic databases • You use Google Scholar but you often think you should be searching more thoroughly • You feel your confidence will grow if you revisit the key concepts	Wed, 16 Feb, 2022 14:00–15:00	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like**
	Endnote Online	• How to collect and manage an online reference library • How to share references with colleagues • How to insert references into your document in Microsoft Word	• You want to make your life easier by using software to create a bibliography • You want to collect and manage references easily • You want to be able to switch quickly between different styles of bibliography • You need to share references with others	Tue, 22 Feb, 2022 14:00–15:00	
	Citing, Referencing and Plagiarism Awareness	• Awareness of the plagiarism pitfalls and how to avoid them • Understand the terms 'citation', 'reference list', 'direct quote' 'paraphrasing', 'summarising' & 'bibliography' • How to cite your sources • Learn how/when to use direct quotation vs paraphrasing vs summarising	• You are a student or planning on returning to study. • You are writing an assignment or research paper and you need to cite your sources • You want to be confident in referencing • You worry about plagiarism	Thu, 3 Feb, 2022, 15:00–16:00	

Continuous professional development	Health Literacy Awareness	• Understand what is meant by the term health literacy and how it impacts patients' health and well-being • Learn about some techniques to support patients' with poor health literacy	• You communicate with patients on a regular basis • You explain treatment options to patients and want to make sure they are making informed decisions • You write patient information leaflets • You are just generally interested in the topic	Thu, 10 Feb, 2022 15:00–16:00	Visit our website. The booking form is on the right hand side of this page: https://royalpapworth.nhs.uk/research-and-development/library-services/training Please choose the session you would like to book and submit the form. **Image below shows what the form looks like**
	Reflective Writing	• The principles of reflective writing • How to find your reflective voice • Understand how reflective writing can improve your practice	• You are working on revalidation • You are working on a reflective academic piece of writing	Wed, 2 Feb, 2022 14:00–15:00	
	How to Create a Conference Poster	• Set up a template within which to create your poster(s) • Understand your organisation's corporate branding requirements • Stand out from the crowd - size and design elements • Relevance to your audience • Effectively, and with impact, communicate your key message	• You want to concisely communicate your study findings through a conference poster.	Tue, 22 Feb, 2022 15:00–15:45	

| | **Data Visualization for Conference Posters and Reports** | How to communicate complex information in formats accessible to a broad audience How using visual representations removes the noise from the data, while highlighting the patterns and trends. | You are designing a conference poster designers You are presenting a report Please note this is not a statistics training session. | Thu, 24 Feb, 2022 15:00–15:45 | |