

# Admin & Clerical Resource Guide

Library and Knowledge Services

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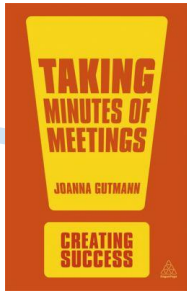
## Journals

Health Service Journal  
Human Resources for Health  
Journal of Health and Human Services Administration

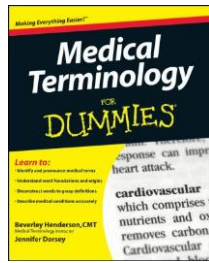


## Databases

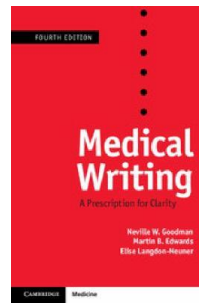
The Health Management Information Consortium database is available for you to search. The library team is happy to provide training in searching databases. Please email [papworth.library@nhs.net](mailto:papworth.library@nhs.net) to book a 'literature search skills' session for admin, clerical and managers.



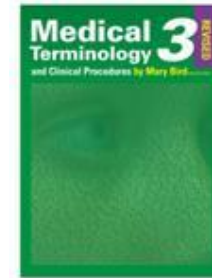
Taking minutes of meetings



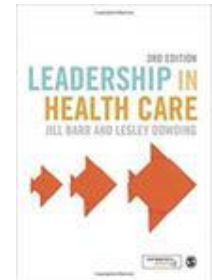
Medical Terminology for Dummies



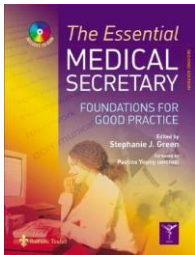
Medical Writing



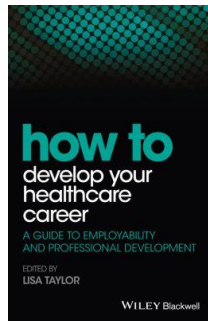
Medical Terminology 3



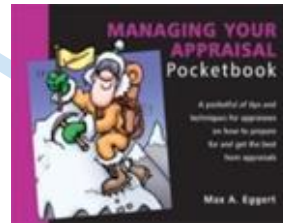
Leadership in Healthcare



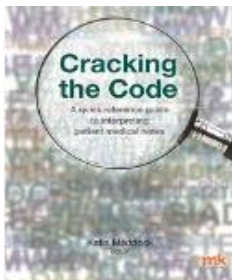
The Essential Medical Secretary



How to Develop your Healthcare Career



Managing your Appraisal



Cracking the Code



Managing your Team through Change



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