UTS: LIBRARY

Library Research Skills

Health Services Management

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Library Website

pg. 1 15/03/2016 LIB.UTS.EDU.AU
Right from the very front page of the Library Website you’ll see there’s a lot you can find out about the library. In this session we will show you how to find that essential information you’ll need for your assignments such as that found in books and journal articles.

Other features and services you’re likely to want to use from the library include:

**MyLibrary** where you can Renew and check your loans;

**Tabs** across the top (similar to UTS Website) showing options for different groups

Quick search/find spaces to help you access the **Library catalogue** for a wide variety of resources and **Databases** which allow you to search for journal articles. There are also many online tutorials and subject guides which we’re developing all the time! Check the **Help icon** for more info about those:

**Helpful hint:** Use the **Search** option if you’re looking for a particular page or service

**Upcoming Events** is where we list all our library sessions – at least those which are held in the library!

There is a lot more to explore too…
eReadings and Subject Resources

You can find many of the articles and books which have been allocated for your subject by typing in your subject number.

For example type in 92638 in the Library Catalogue – which is the number for Foundations Of The Australian Healthcare System and then click on “Search”

This will retrieve all books and eReadings for your subject. Many will be available as online links, or sometimes books in Open Reserve.
Library Catalogue and Find Articles

You can access the Library Catalogue directly from any page on the website where you see this space:

The UTS Library Catalogue just has one search space for all your searches.

It is particularly good for doing searches on your topic or for finding specific book or journal titles and UTS subject related material. There are many useful features, including Google books previews for some titles.

The library has a Find Articles Search which allows easier access to journal articles available via UTS Library. However, you should still find it preferable to use the traditional specialist health databases.

If you have any feedback about these services, please let us know! Use the Feedback link in the top left corner.
Finding Books from a Reading List

Your subject outline lists a number of books which are recommended reading. These books are examples to help you identify how to find specific items in the catalogue.


Khadra, M. 2009, *The patient: one man’s journey through the Australian health-care system*, William Heinemann, North Sydney, N.S.W.


To find how you can obtain them, search any words from each title in the library catalogue: [http://find.lib.uts.edu.au/](http://find.lib.uts.edu.au/)

Once you find the item you’re looking for in the catalogue, see the list of holdings information – Location, Call number and Availability. The call number is where you’ll find it on the shelf. Sometimes titles may be available online – in this case there is a Google Preview.
Getting Books from the Library

If a book you want is not available on the shelf at your campus library (ie is out on loan, or is at another campus), you may request it by clicking “Request Item” towards the bottom of the screen. This takes you to MyLibrary.

Handy tip!: When available, you can also check the “Google Preview” to see whether the book is likely to have the information you are looking for and therefore help you decide whether it is worth requesting...

MyLibrary is part of the Library Catalogue and allows you to:

- Check and renew items you have on loan
- Request items which are on loan to other people
- Request items which are only available from other campuses
- Check items you have requested (on hold)

You will be notified by email when items you have requested are available for pick up. Please note that the library sends all notices to your UTS webmail. If you prefer to use another email address, you can redirect your UTS webmail to your preferred address. (Recommended)

BONUS+ is a lending scheme which allows you to access a wider range of books than which are available at UTS library. If a title you want is not available at UTS library at all, find the “BONUS+” link at the top right corner of the screen. You can then check whether it is available for loan at one of the other Bonus libraries. See the Bonus page for more information

If you can’t find a book or journal article you want via the library catalogue (or Bonus), it may mean that UTS library doesn’t have it. In that case, request an InterLibrary Loan:

Finding Journal Articles from a Reading List

The following are some journal article citations which are similar to those you might see in a reference list:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Journal Title</th>
<th>Volume</th>
<th>Issue</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutbeam, D. &amp; Boxall, A.M.</td>
<td>'What influences the transfer of research into health policy and practice? Observations from England and Australia'</td>
<td>Public Health</td>
<td>122</td>
<td>8</td>
<td>747-53</td>
</tr>
<tr>
<td>Sweet, M.</td>
<td>'Improving Indigenous health: steps in the right direction but a long way to go'</td>
<td>Australian Nursing Journal</td>
<td>17</td>
<td>10</td>
<td>24-7</td>
</tr>
<tr>
<td>Wise, M.</td>
<td>'Health promotion in Australia: reviewing the past and looking to the future'</td>
<td>Critical Public Health</td>
<td>18</td>
<td>4</td>
<td>497-508</td>
</tr>
</tbody>
</table>

Identify the journal title within each citation. (Hint: these are usually in italics)

Go to the Library catalogue and type in the Journal title, International Nursing Review, the journal title in the second article by Sweet. Identify whether this is available in print or online – or both? Make sure you check what the library holds within each service as they can vary quite a lot! How many of these services have our article? It’s important to check the date range – to ensure your article falls within it:

Click on the online database title and follow the links until you reach your article. The key to finding it is to note the Volume and issue numbers and page numbers.

Alternatively try finding journal articles via the library’s “Find Articles” service … you can type in the article’s title to find it!
Journal Databases – Brief Overview

There are many journal databases available through the library which can help you find journal articles on a particular topic. The following are just a few recommended databases for Nursing students – there are many others too. Databases vary a lot in their coverage and strength on particular topics. eg, some are stronger on surgical and clinical topics while others are stronger on social and educational topics. Not every database will be suitable for every search. Use the library’s new Database Finding tool to help you locate the database you want. You can also save your own list of favourite databases in “My Databases”.

Cinahl (Cumulative Index to Nursing & Allied Health Literature) is a specialist Nursing database. Cinahl is an authoritative academic database and is compiled by a range of specialist researchers in US particularly, but also from around the world. It has approximately 15% of articles available in full text. However, many of the other articles may still be available through other sources via the library via SFX. Vendor or provider is EBSCO.

Medline (OVID or Ebsco) is a specialist medical database which is very clinical in nature. It is similar to Cinahl only it is designed for a wider range of medical professionals. It has approximately 15% of articles in full text, it has SFX links and like PsycInfo is provided by OVID.

PUBMED is a free version of databases which include Medline and is a useful alternative.

Business Source Premier (Ebsco) is a specialist Business Database and good to consult if your topic relates to management, human resources, marketing and general administration.

Academic Search Complete (Ebsco) is a very strong multidisciplinary database.

EMBASE (Ovid) the Excerpta Medica database, produced by Elsevier Science, is a major biomedical and pharmaceutical database indexing over 3,500 international journals in the following fields: drug research, pharmacology, pharmaceutics, toxicology, clinical and experimental human medicine, health policy and management, public health, occupational health, environmental health, drug dependence and abuse, psychiatry, forensic medicine, and biomedical engineering/instrumentation.

PsycINFO (OVID) is a specialist psychology and psychiatry database maintained by the American Psychological Association. It is well indexed with its own controlled subject thesaurus and provides systematic coverage of the psychological literature from the 1800s to the present. Only a small number of articles are provided in full text by the database, but many articles will be available via SFX. PsychInfo is provided by OVID.

Wiley Interscience and ScienceDirect (Elsvier) are two different multidisciplinary databases which include many useful academic health resources.

SCOPUS and Web of Science are both a multidisciplinary database which are often used for citation analysis.

Google Scholar is a subset of Google (and freely available) and while it is not recommended as your primary database, it can be useful for a range of reasons: May help to fill in gaps, good for verifying incorrect citations, sources articles and books. It is possible to use library links (access via the library databases list) and you can export citations to Endnote and Refworks (although quality of reference information can vary greatly and you can’t export the abstracts like you can from other databases). Log into Google Scholar via the library’s “Find Databases” page to get access to the UTS Library Links.
Choosing the right database and developing a search strategy

UTS Library subscribes to many different databases and the ones listed on the previous page are most of the major ones you are likely to use. However, you need not limit yourself to these especially if you need to undertake a comprehensive literature review for your research.

There are many different types of databases:

- general and subject specific
- academic and commercial

General or multidisciplinary databases include Academic Search Premier, Expanded Academic ASAP, Science Direct, Wiley InterScience. These are often aggregated databases or publishers’ sites – that is, the means for making their content available online. Level of indexing is varied and especially the aggregated databases may include a wider variety of literature.

Subject specific databases such as PsycINFO, CINAHL, Medline and Maternity and Infant Care are usually compiled and maintained by academic research organisations (eg APA, National Library of Medicine) and may be provided by a commercial vendor. These databases often have good quality indexing and journals represented are usually peer reviewed.

No single database will have all the articles on your topic and the number articles you can retrieve from each may also depend on the search terms you choose. Finding the right terms might be as simple as picking out major words from your topic. But often there may be other words which mean the same thing which you should also take into account.

**Suggested topic:** A patient has experienced an adverse event in your hospital - reflect on subsequent management

Identify the keywords (underlined above) then try to think of similar or related words which might also locate useful information for your assignment.

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Related words and phrases (may be narrower or broader too)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse event</td>
<td>Adverse medical event</td>
</tr>
<tr>
<td></td>
<td>Adverse drug event</td>
</tr>
<tr>
<td></td>
<td>Adverse health care event</td>
</tr>
<tr>
<td></td>
<td>Health crisis</td>
</tr>
<tr>
<td>Subsequent management</td>
<td>Post-operative</td>
</tr>
<tr>
<td></td>
<td>After care</td>
</tr>
<tr>
<td></td>
<td>Patient management</td>
</tr>
<tr>
<td>Other specific aspects</td>
<td>Health Care errors</td>
</tr>
<tr>
<td></td>
<td>Patient safety</td>
</tr>
</tbody>
</table>

When there is a controlled thesaurus, the hard work of bringing those articles with the various terms for the same concept together is largely done for you. Each article is indexed with the major **subject terms or headings** (sometimes also called **Descriptors**) which are chosen from a thesaurus. This enables articles on a particular topic to have a common subject heading and should make them easier to find.
Worked Example 1 – CINAHL

Before you start your search in a database, spend some time looking at your assessment topic. Underline or write down the key concepts you need to find. This will form the basis of what you search – or look for – in the database.

Search Topic: Select a patient who has experienced an adverse event and reflect on the subsequent management.

If you know what the particular adverse event is, try entering it as a more specific term.

“Adverse event” might be too broad but depending on your patient’s issues perhaps the following might be worth a try… (or try your own ideas!)

- retained instruments;
- post operative complications;
- health care errors;
- adverse drug event

In relation to subsequent management, how will it effect future patient safety policies?

Go to the library home page: http://www.lib.uts.edu.au/ Click on “Find Databases”

Select “Health” in the left box in the Databases finding tool, then select “Top Health Databases” from the resulting subheadings.

“CINAHL” will be one of the databases in the resulting list.
Once you’re in the database, ensure that “Suggest Subject Terms” is ticked and type in the first term then hit “Search”…

The following screen results. Select the heading/s which best describes what you’re looking for. Only select more than one if you’re happy for them to be ‘bundled’ together. Click on the “Scope” to see more information about the term.

Select the heading relating to Adverse Health Care Event, (and if you wish “Adverse Drug Event”) and click on Search Database.

General Rule: If you wish to select multiple headings, DO NOT be tempted to select those which have different meanings. This is likely to give you useless results!

Now try adding another term... perhaps “Patient Safety” (or a more specific adverse event). Do this in the same way as for the first search. This should result in another screen like this:
Select the term/s which you think are most specifically related to what you’re looking for.

Be aware that some of the terms offered may be more specific or broader.

When you select the green Search Database button at the top of the page, it will return to the search page and will show your Search History so far.

You can now combine your two searches together by selecting each and then click on “Search with AND”

This will retrieve a set of over 800 results which perhaps is too many to look at, but there are several things we can do to limit further.
We could add another term such as Health Care errors – or another term depending on your topic. Otherwise, try some of the limits available in this database.
To find them, select “Show more” which can be found in the right hand column besides the list of results.
You may wish to limit to 'Peer Reviewed' journals, year of publication, Age groups etc. Just don’t choose too many as you may end up with too few results. To select more than one from the list hold down the Control button on your keyboard as you select. Alternatively of selecting 'Show More', try some of the limits offered down the left hand side of the screen. Most effective is the Date slider (click and drag the left end to change the date range of the set of articles)

Scroll through the results and try to identify articles which might be relevant for what you are looking for. Sometimes a full text or PDF link will appear in the list. If that's the case you can simply open it. To see if we have the full text of anything in the list, click on “Check SFX for availability”. The resulting pop-up screen will indicate if there are any other options for full text available in other databases available through the library. Click on the link and another screen will pop up and should take you directly to the article in the new database. If there are no “Full text” options appearing, you may need to find another article – or request an Interlibrary Loan!

Organising your results: You can select the articles you want to investigate further later as you scan down the list by selecting where it says “Add to folder”. Once you’ve been through the list you can view all your selections in one list by clicking “Folder View” under “Folder has items” on the right side of the screen. Alternatively go to the very top of the page and click on where it says “Folder”. A list of your selections will appear. From this screen you can save, print, email or export (to Refworks or EndNote) your results. If you want to keep your search for a later occasion, you can set up a personal account in Ebsco – click on where it says “Sign in” at the top of the page, and select “Create a new account”
Worked Example 2 – Medline (OVID) (Basic Search)

Search Topic: Management of Adverse events incorporating patient safety

Click on “Find Databases”
Select “Health” in the left box in the Databases finding tool, then select “Top Health databases” (or any of the subheadings). “Medline (OVID)” will be one of the databases in the resulting list.

Before you search, select the “Basic Search” option and type in your whole topic. This search uses “Natural Language Searching” and allows you to find focused results quickly and easily.

Once you have entered your topic, select Search
On the Left hand column you will see all the terms that the database actually searched for – in addition to the ones you entered! It tries to come up with synonymous terms for you – although they can sometimes be off topic. But that should not matter too much – as the relevancy ranking usually sorts that out.

The results are ordered by relevance – and the items which have all the terms entered represented will have Five Stars... Scroll down the list and see if you can identify any articles which you think will be related to your topic.

You can select “View Abstract” to see more information about the article:

Occasionally the full text will be available in this database – but if it isn’t, try the SFX link. This helps link to another database where we do have the full text.

The next article in this list is not available here, but if we select SFX the following screen should pop up:

Select one of the “Full text available via” links to get to another database where the full text is available.
Worked Example 3 – Academic Search Complete (plus more)

Search Topic: Management of Adverse events incorporating patient safety

Click on “Find Databases”
Select “Health” in the left box in the Databases finding tool, then select “Top Health databases” (or any of the subheadings). “Academic Search Complete” will be one of the databases in the resulting list.

From here, select “Choose Databases” – a window pops up where you can search for multiple databases. This is especially useful if you have a multidisciplinary topic to search.
Recommended choices include:
- Business Source Complete
- CINAHL
- Medline
- Health Business
- Health Source : Nursing/Academic
- PsycInfo

Once you have made your choices, select OK

Then select the Advanced mode to search and type in the main concepts you wish to find articles about:

The selection process of your articles should then be similar to using CINAHL
Searching Tips

Using Boolean Connectors

After entering your keywords and phrases as separate searches you can combine your searches using Boolean connectors: AND, OR (and sometimes NOT).

Use and between two or more terms to retrieve only those results which contain all of the terms, i.e. the darkest shaded area in the centre of the image below.

Using Truncation: Use truncation to find any ending after the truncation symbol

E.g. midwi* will retrieve:
- midwife
- midwifery
- midwives

E.g. disab* will retrieve
- disable
- disabled
- disability
- disabilities

Using Wildcards: Wildcards replace one or no characters within a word wherever the wildcard is placed. E.g. wom?n retrieves woman or women; orthop?edic retrieves orthopaedic or orthopedic

Check spelling variations: Check for spelling variations and alternative language. Sometimes English and American spelling differs. E.g. foetus/fetus, breastfeeding/breast feeding.

Use Limit fields: Many databases provide useful limit fields to help you build your search. E.g. limiting by publication year enables you to retrieve only the latest, most up-to-date information. Note that CINAHL has an especially extensive range of limit fields.

Don’t limit to full text: Limiting your search to full text may be tempting but it will actually prevent the very useful SFX tool from working. If full text is not available in the database you’re using, click on the SFX symbol to see if full text is available in another database.
RefWorks vs EndNote

**RefWorks** and **EndNote** are software services that will assist you to collect, store, organise and use your references. Both are supported by the library and special training sessions for each are provided.

EndNote has been widely adopted by many academics and students at UTS, but RefWorks is proving to be worth considering. There are advantages and disadvantages for each including:

**EndNote**
- Needs to have software downloaded
- Write and Cite works very well
- PDFs can be added to each record
- Can convert RefWorks libraries into EndNote

**RefWorks**
- Online – no software to download except for Write and cite add in. Also means it’s easily transferable - easily used on multiple computers and you don’t need to carry your library around on a USB stick or worry about version control.
- Can link with SFX
- Can convert EndNote libraries into RefWorks
- It’s easier to share libraries on RefWorks than on EndNote.

There is another very good explanation about the differences between the two on this page: [https://www.lib.uts.edu.au/question/76723/what-are-differences-between-endnote-and-refworks](https://www.lib.uts.edu.au/question/76723/what-are-differences-between-endnote-and-refworks)

Tutorials and manuals for both are available via the Library website.

There are classes arranged at both City and Kuring-gai campuses each semester and you can get information about any which are coming up soon at this page: [http://www.lib.uts.edu.au/events](http://www.lib.uts.edu.au/events)

There are also a number of online tutorials about EndNote available: [http://www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/endnote/endnote-tutorials](http://www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing/endnote/endnote-tutorials)


**Referencing** : The Faculty of Health uses Harvard (UTS) as its primary referencing style.


**STOP PRESS**: there is a new referencing tool available called FLOW
It is produced by Proquest and you can collect your references into it directly by dragging and dropping a PDF file of a journal article. More information here: [https://flow.proquest.com/](https://flow.proquest.com/)