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| **Literature Search Request Form** | | | | | **Date:** | | | |  | |
|  | | | | | | | | | | |
| **Personal details** | | | | | | | | | | |
| **Name:** | | | | | | **Email:** | | | | |
| **Job title:** | | | | | | **Organisation or Site:** | | | | |
| **Department:** | | | | | | **Telephone:** | | | | |
|  | | | |  | | | | | | |
| **Reason for search (please tick all that apply)** | | | | | | | | | | |
| Audit |  | Business case | | | | |  | Commissioning | |  |
| Patient Care |  | Research / Publication | | | | |  | Service change / Guideline / Policy | |  |
| Teaching / Presentation |  | General interest / CPD | | | | |  | Other: | |  |
| **What is the background to this search? What is your subject or enquiry?** | | | | | | | | | | |
| **If appropriate phrase your enquiry as a question (see example below)**  **e.g.** *In a child with febrile seizures (Patient/Population) would anticonvulsant therapy (Intervention) compared to no treatment (Comparison) result in seizure reduction (Outcome)* | | | | | | | | | | |
| **Keywords or Subject Headings (Please provide as much detail as possible)** | | | | | | | | | | |
| **Patient, problem or population** | | |  | | | | | | | |
| **Intervention e.g. type of treatment, diagnostic test** | | |  | | | | | | | |
| **Comparison (optional)**  *What are the main alternatives?* | | |  | | | | | | | |
| **Outcomes** | | |  | | | | | | | |
| **Please complete both sides of this form** | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Further Information e.g. alternative terminology, phrases, specific sources, key articles** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Limits: please specify if appropriate** | | | | | | | | | | | | | | |
| Date articles published: (range or no limit) | | | | | | **Fr** | | | | | | | | |
| Last 2 years |  | | | 5 years | | |  | | 10 years | | | |  | |
| Human / Animal studies/both | | | | | | |  | | | | | | | |
| Male/Female/both | | | | | | |  | | | | | | | |
| Age: Please tick all that apply | | | | | | | | | | | | | | |
| Infant (to 1 yr) | |  | | | Child (unspecified age) | | |  | | Adolescent (13 to 17 yrs) | | | |  |
| Adult | |  | | | Older Adults | | |  | |  | | | |  |
| **Are there any topics you would like us to exclude?** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Using the limits specified above, how many references do you need/expect** | | | | | | | | | | | | | | |
| A few key articles/ reports etc. (under 10) | | | | | | | | | | | |  | | |
| A comprehensive search of the databases (CINAHL, Medline etc) (20-40) | | | | | | | | | | | |  | | |
| A comprehensive + expanded search for guidelines, reports standards etc. (40+) | | | | | | | | | | | |  | | |
| **Results format: (please tick)** | | | | | | | | | | | | | | |
| Word Document |  | | RIS File for Mendeley, Endnote | | | |  | | | | Summary Matrix | |  | |
| **Would you like us to copy the results to anyone else? (please give email address)** | | | | | | | | | | | | | | |

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| **Timescale for receiving results** | | | | | | | | |
| It is important to give us a specific date in order to help with our work planning. Please bear in mind that receiving full text articles may take a few days extra. (Please do not put ASAP) | | | | | | | | |
| **Deadline for completion:** | | | |  | | | | |
| **Please return this form to the library or email it to library.sfht@nhs.net** | | | | | | | | |
| **Library Use only**  **Search completed by:** | | | | **Date:** | | | | |
| **Basic Core Sources:** | NICE Evidence |  | Cochrane |  | Discovery |  | CINAHL, Embase or Medline |  |