We are going to take a look at the role you play as your organization’s information professional. This role will differ from organization to organization – do not assume it will be the same.

You should be able to take away a few points from this presentation:

- What is expected
- What resources you should use
- How you should perform the literature review
- Presenting the results
How do you choose resources?
Not the first question you should ask.
What guidelines, requirements, policies, or procedures are available externally; internally?
Interview the requesting party first.
Note the facts.
Now make your choices – so many to choose from – what is the best?
The first likely suspect – what does it offer?
Is searching just Medline (or PubMed) enough?
Embase is mentioned in the “…The New Requirement” document, but it is not the only answer.
What kind of information do you need? Is it outside the scope of medical literature?
What about journals not included in Medline or Embase – think there are a few journals not covered in either of those two databases?
What about the services that allow you to search multiple databases all at once – can you get the results?
Next step – the search strategy.
First – what approach will you take?
Are there common, easy limits or filters to apply?
Note the databases you search – search them all the same; apply the same filters; apply the same date range, etc.
When you enter the search string – note preferences are applied, and you can add necessary limiters to the initial result list.
Remember, you are looking for **valid** scientific data. You might want to wait on Google until you have exhausted everything in the authenticated world. Don’t forget, your integrity, and your organization’s integrity is on the line.
Now you have to plan how you will present the results – unless you are tied to a process, policy or guideline within our organization.
Report format, component of template, or a table format – whatever is required by your organization to present results of your searches.
Summary – What do you remember?

Q: What is the first step when you receive a request to perform a literature search for a CER?
A: The Interview
Summary – What do you remember?

Q: How many databases should you use?

A: At least 2 – we recommend 3
Summary – What do you remember?

Q: Besides the search string, what will you use consistently in each database you search?

A: Filters
Summary – What do you remember?

Q: Why should you use the Save Search tool in each database you search?
A: You may have to reproduce it or run it again the following year with minor changes.
Summary – What do you remember?

Q: What might you provide the requestor besides the results from your searches?

A: Analyzation, summaries, table of articles, etc.
Bottom Line:

- Know your organizations' and the European Commission policies and requirements (keep updated)
- Know your requestor and the scope of the literature review
- Use multiple databases – stay consistent and save your searches
- Track everything
- Your experience, work ethic, integrity are on the line and reflect on your organization.
- This is also your chance to shine – make your library visible and valuable in a tangible way

Summary