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| **Evidence Search Request Form** | **Date:** |  |
|  |
| **Personal details** |
| **Name:** | **Email:** |
| **Job title:**  | **Organisation or Site:** |
| **Department:** | **Telephone:** |
|  |  |
| **Reason for search (please tick all that apply)** |
| Clinical Decision Making/Guideline/Procedure |  | Patient Information/Enquiry |  |
| Knowledge Management/Management Decision Making |  | Other: |  |
| Research/Education/Professional Development |  |
| **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** |  |

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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) |  |
| 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?** |
|  |
| **How many references do you need/expect – please tick one box only** |
| A few key articles/ reports etc. (under 10) |  |
| A comprehensive search of the databases (CINAHL, Medline etc) (between 20-40) |  |
| A comprehensive + expanded search for guidelines, reports standards etc.  |  |
| **Results** |
| Results are generally sent out as a Word Document. If you would like to receive your results in a different format, please specify here:  |
| **Would you like us to copy the results to anyone else?** (please give email address) |

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| **Timescale for receiving results** |
| We aim to complete searches within **10 working days**, unless specified as urgent. It is therefore important to give us a specific date in order to help with our work planning. (Please do not put ASAP)Please bear in mind that receiving full text articles may take an extra few days.  |
| **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: |