

<b>Evidence Search Request Form</b>	<b>Date:</b> <input style="width: 90%;" type="text"/>
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Personal details	
<b>Name:</b>	<b>Email:</b>
<b>Job title:</b>	<b>Organisation or Site:</b>
<b>Department:</b>	<b>Telephone:</b>

Reason for search (please tick all that apply)			
Clinical Decision Making/Guideline/Procedure	<input type="checkbox"/>	Patient Information/Enquiry	<input type="checkbox"/>
Knowledge Management/Management Decision Making	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Research/Education/Professional Development	<input type="checkbox"/>		<input type="checkbox"/>

**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)**

<b>Patient, problem or population</b>	
<b>Intervention e.g. type of treatment, diagnostic test</b>	
<b>Comparison (optional)</b> <i>What are the main alternatives?</i>	
<b>Outcomes</b>	

**Further Information e.g. alternative terminology, phrases, specific sources, key articles**

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**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?**

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**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:**

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**Please return this form to the library or email it to [library.sfht@nhs.net](mailto:library.sfht@nhs.net)**

<b>Library Use only</b>	
Search completed by:	Date: