As part of our aim to provide examples of good practice, and promote different services on the next pages we have:

a copy of the ENB database guide – a useful and FREE resource! This is from Betty Fox of the ENB

And

The RCN (Wales) internet guide, from Angela Perrett and Kate Clark.

Don't forget that you too can contribute to the Bulletin; guides, conference reports, study days, observations and surveys! We would welcome your contribution so we can make sure that the Bulletin meets the needs of our members.

Send your contributions to:

Rebecca.davies@swansea.ac.uk (email) or post discs to:
Rebecca Davies
Library and Information Centre
University of Wales Swansea
Singleton Park
Swansea
SA2 8PP

English National Board for Nursing, Midwifery and Health Visiting

Health Care Database

- access to over 50,000 references from 1986

- with abstracts and subject terms

- covers 80 UK journals

- 1000's of secondary references to research and reports

- lists 900 health-related organisations

- gives details of open learning providers

http://www.enb.org.uk

JOURNALS INDEXED FOR THE HEALTH CARE DATABASE

ACCIDENT AND EMERGENCY NURSING
ADVANCING CLINICAL NURSING
AIDS EDUCATION AND PREVENTION
AIDS LETTER, THE
ASSIGNMENT
BASELINE
BRITISH JOURNAL OF CLINICAL
GOVERNANCE (was JOURNAL OF CLINICAL
EFFECTIVENESS)
BRITISH JOURNAL OF COMMUNITY NURSING
BRITISH JOURNAL OF LEARNING DISABILITIES
BRITISH JOURNAL OF MIDWIFERY
BRITISH JOURNAL OF NURSING
BRITISH JOURNAL OF PERIOPERATIVE
NURSING (was BRITISH JOURNAL OF THEATRE
NURSING)
BRITISH JOURNAL OF THEATRE NURSING (now
BRITISH JOURNAL OF PERIOPERATIVE
NURSING)
CARE OF THE CRITICALLY ILL
CLINICAL EFFECTIVENESS IN NURSING
CLINICAL NURSING RESEARCH
CLINICAL REHABILITATION
COMMUNITY NURSE
COMMUNITY PRACTITIONER (was HEALTH
VISITOR)
COMPLEMENTARY THERAPIES IN MEDICINE
COMPLEMENTARY THERAPIES IN NURSING &
MIDWIFERY
CORONARY HEALTH CARE
EFFECTIVE HEALTH CARE
ELDERLY CARE (now NURSING OLDER
PEOPLE)
EMERGENCY NURSE
EUROPEAN JOURNAL OF CANCER CARE
EVIDENCE-BASED NURSING
FAMILY MEDICINE (was MATERNAL AND
CHILD HEALTH)
FACT (FOCUS ON ALTERNATIVE AND
COMPLEMENTARY THERAPIES)
GERIATRIC MEDICINE
HEALTH AND SOCIAL CARE IN THE
COMMUNITY
HEALTH BULLETIN
HEALTH EDUCATION JOURNAL
HEALTH INFORMATICS
HEALTH LIBRARIES REVIEW
HEALTH SERVICE JOURNAL
HEALTH VISITOR (now COMMUNITY
PRACTITIONER)
HEALTHLINES
ICN INTERNATIONAL NURSING REVIEW
INFORMATION TECHNOLOGY IN NURSING
INTENSIVE AND CRITICAL CARE NURSING
INTERNATIONAL JOURNAL OF NURSING
STUDIES
JARID (JOURNAL OF APPLIED RESEARCH IN
INTELLECTUAL DISABILITIES)
JOURNAL OF ADVANCED NURSING

JOURNAL OF CLINICAL EFFECTIVENESS (now
BRITISH JOURNAL OF CLINICAL
GOVERNANCE)
JOURNAL OF CLINICAL NURSING
JOURNAL OF COMMUNITY NURSING
JOURNAL OF HEALTH SERVICES RESEARCH &
POLICY
JOURNAL OF LEARNING DISABILITIES
JOURNAL OF MENTAL HEALTH
JOURNAL OF NEONATAL NURSING
JOURNAL OF NURSING MANAGEMENT
JOURNAL OF ORTHOPAEDIC NURSING
JOURNAL OF PSYCHIATRIC & MENTAL HEALTH
NURSING
JOURNAL OF SUBSTANCE USE (was JOURNAL
OF SUBSTANCE MISUSE)
JOURNAL OF WOUND CARE
LEARNING DISABILITY PRACTICE
MATERNAL AND CHILD HEALTH (now FAMILY
MEDICINE)
MENTAL HEALTH NURSING
MENTAL HEALTH PRACTICE
MIDIRS MIDWIFERY DIGEST
MIDWIFERY
MODERN MIDWIFE (now PRACTISING
MIDWIFE)
NATIONAL ASSOC. OF NURSES FOR
CONTRACEPTION AND SEXUAL HEALTH
NURSE EDUCATION TODAY
NURSE RESEARCHER
NURSING ETHICS
NURSING MANAGEMENT
NURSING OLDER PEOPLE (was ELDERLY
CARE)
NURSING STANDARD
NURSING TIMES
NURSING TIMES RESEARCH (NT RESEARCH)
OCCUPATIONAL HEALTH
OPEN MIND
PAEDIATRIC NURSING
PALLIATIVE MEDICINE
PRACTICE NURSE
PRACTISING MIDWIFE (was MODERN
MIDWIFE)
PRIMARY HEALTH CARE (PHC)
PROFESSIONAL CARE OF MOTHER AND CHILD
PROFESSIONAL NURSE
PROGRESS IN PALLIATIVE CARE
RCM MIDWIVES JOURNAL
SOCIOLOGY OF HEALTH & ILLNESS
YOUNG MINDS MAGAZINE
YOUNG PEOPLE NOW

ENB

The Health Care Database:

supports the professions in Primary, Secondary and Tertiary healthcare for all age ranges.

covers clinical practice, education, management, communication, transcultural care, palliative care, forensic nursing, occupational health, complementary therapies, social and environmental issues and many more...

English National Board for Nursing, Midwifery and Health Visiting

The **Health Care Database** forms a major part of the Board's Link (Internet) information. It currently holds over 50,000 records and is updated on a continuing basis.

Includes **Journal References** (from 1986). **Research Reports**, **Open Learning** providers and health-related **Organisations**.

Over 80 UK Nursing/Midwifery/Health Journals are selectively scanned, **Subject Indexed** - using the Royal College of Nursing Library Thesaurus of nursing terms - and short **Abstracts** added.

The **Health Care Database** can be accessed from the ENB Link Web site. All individual or combined terms and fields are fully searchable, with Boolean (and, or, not) operators.

Contact:

For further information about the Health Care Database or Web Site, please contact:

Information Resources Manager
English National Board for Nursing, Midwifery and Health
Visiting
Victory House
170 Tottenham Court Road
London W1T 7HA
Telephone: 020 7391 6297
Fax: 020 7391 6248
email: link@enb.org.uk

Updated 2/01

Health Care Database

http://www.enb.org.uk

- signpost to a wealth of professional information

Health Care Database

with abstracts

on the Internet

http://www.enb.org.uk

<u>Finding information on the Internet</u>
<u>Guide for RCN members in Wales</u>
Angela Perrett and Kate Clark

1. What is the Internet and what is the World Wide Web?
2. What is available through the Internet?
3. Finding information on the Internet:
   - Internet addresses
   - Navigational tools
   - Search engines
   - Subject gateways or subject directories.
4. Printing or downloading information.
5. Logging off.
6. Training and support.
7. Guide to useful web sites for nurses in Wales

1 .What is the Internet and what is the World Wide Web?

The **Internet** is the world's largest computer network, computers linked together in order to share information and to communicate. It has no central governing body:

The **World Wide Web** (www) is a tool which allows you to search the Internet, providing a common computer format which can accommodate text, pictures, sound and animation and allows you to move around the Internet with a click of the computer mouse.

2. What is available through the Internet?

"Almost anyone can publish anything they want on [the Internet]." (Peter Smith, *Today*, BBC Radio 4, 9/4/98).

• communication links	-	*electronic mail* (e-mail);
	-	*electronic mailing lists* on a subject (list members can send information or questions to everyone on the list).
• information resources	-	*documents*, some full text, some abstracts. Reports, press releases etc.: many government reports are now in full on the Internet;
	-	*newspapers/journals* some full text; access is

- *newspapers/journals* some full text; access is free to some, whilst there is a charge for others, which must be paid before they can be accessed;
- *information about organisations*;
- *information/literature databases*: access is free to some, whilst there is a charge for others, which must be paid before they can be accessed. Some provide a service where full copies of articles identified can be ordered, paid for and delivered either electronically or via the post.
- *library catalogues*: the catalogues of many libraries world-wide are accessible via the Internet. The RCN catalogue is available online www.rcn-library.org.uk
- *software*: information about particular types and some available for downloading;
- *graphics and audio*: images and sound tracks.

A lot of information on the Internet is freely accessible, although for some you will need a password. <u>Anyone</u> can add information to the Internet: <u>quality cannot be assumed and it is up to the user to assess each source individually.</u>

Tip!

- ♦ Searching the Internet can sometimes seem slow: it may take some minutes for information to be transferred from one computer to another. The more people that are using the system, the slower it becomes: it is usually faster in the morning, before people in the USA have woken up.

3. Finding information on the Internet.

- • **Internet addresses**

Information resources on the Internet are usually arranged in the form of *pages*. Each pagehas its own address or *URL* (Universal Resource Locator): for instance, the address of the *Welsh National Board for Nursing, Midwifery and Health Visiting is:*

http://www.wnb.org.uk

A *home page* is the opening or welcome page for a resource (which is often called a site and is a series of linked pages) on the Internet. The home page will have links to all the pages on the site. A page which forms a subsection of a site will have an address which is an extension of the home page address. For instance, the address for career information section of the *Welsh National Board* site:

http://www.wnb.org.uk/e24.htm

If you know an address for a page, it can be found by typing the address into the *address box* on the Explorer. (See *Illustration 1* for example below). If the address box is not visible, left click on the *address button* to reveal it.

If you do not know the addresses of any relevant pages left click on the *Search* button: *Explorer* will take you to a *search engine*, which will enable you to browse for a subject. (See below for an illustration of the *search* button, in *Illustration 1*, and for a description of *search engines*).

Tip!

♦ Addresses of Internet pages can change relatively quickly: if you get a message *404 NOT FOUND The requested URL............was not found on this server* the address may have changed (though check you have typed in the address correctly). Try just typing the site address, leaving off the page details after the single forward slash. Often, when a site address does change, a forwarding address will be left at the old sites.
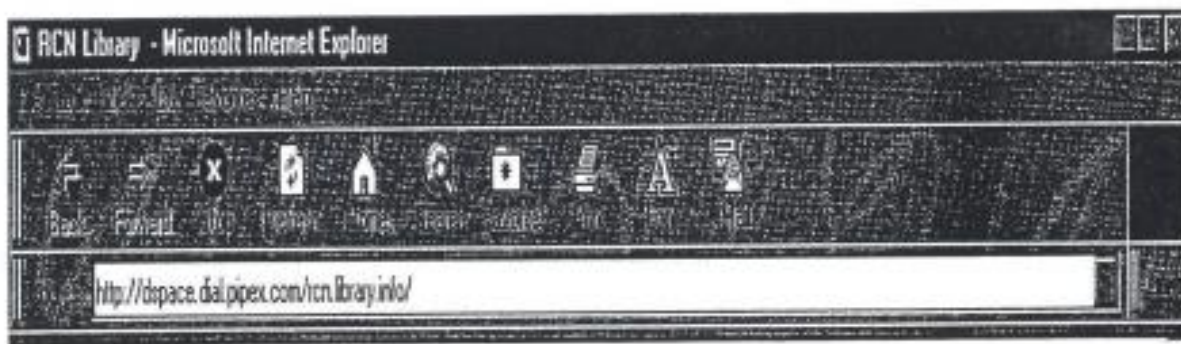

Illustration 1

Navigational tools (see *Illustration 1* above)

    - **Back button**: will take you back, page by page, to the pages you have previously visited in your Internet session. Press it once to go back one page.

    - **Forward button**: if you have gone back to pages of the site previously visited, this will take you forward to the ones you have just left. Press it once to go forward one page.

    - **Stop button**: if a search is taking a long time and you wish to cancel the search, left

click on the stop button.

- **Home button**: will take you back to the opening screen you visited when you started your session on the Internet.

- **Search button**: will take you to a Search engine (see details below).

-**Favourites button**: allows you to store and easily access the addresses of sites you visit (sometimes known as *bookmarking* sites).

NB You can only use the buttons if they are *highlighted* (or coloured in): they are not operational if they appear in outline only, as with the *Back* and *Forward* buttons in *Illustration I.*

- **Hypertext** is a link embedded into the text of a page that will lead either to another page within that site or to another Internet site. It will either appear as an icon or as text underlined and in a different colour: double left click on the hypertext to go to the pages indicated.

Tip!

♦ When you have typed in an address, clicked on some hypertext to go to another site or are waiting for some information, *Microsoft Internet Explorer* provides 3 ways of telling that your computer is waiting to receive information from another computer on: 1. the circle and the *e*/world to the right of the buttons will turn; 2. a message usually appears at the bottom of the screen indicating that a connection has been made to the distant computer. 3. a small hour glass usually appears on the screen.

•**Search engines** are a bit like fishing trawlers. They are automated computer programmes that trawl widely across the Internet, storing some of the pages of all the sites they find. Users of the engine can then type words into a search box, and hypertext links to any sites where the words appear will be displayed, usually with very brief information about the sites: the user then clicks on the hypertext link to connect to the site of their choice. Most cover millions of pages and are useful if you want to obtain as much information as possible about a topic.

Beware! The sites found are not evaluated!

Examples of search engines:

http://www.google.com/ Google offers a keyword search facility and it is also possible to browse through a directory of resources arranged in broad subject areas. It produces very good search results.

http://www.yahoo.com/ Yahoo offers a keyword search facility and it is also possible to browse through a directory of resources arranged in broad subject areas.

http://www.altavista.co.uk Alta Vista offers simple and advanced searching. With the advanced search, it is possible to: ask for a particular relationship between search terms by using the combining words *and, or, not* (known as the Boolean operators); it is possible to specify which term should be given prominence e.g. if a search is conducted for *triage and casualty* and triage is the most important term, sites mentioning triage will appear

first in the list of results, above those mentioning both.

http://all4one.com Is an example of a Metasearch Engine, which allows you to search several Search Engines at once, include:

Tips!

♦ **Always left click on the** *Help* **button, where there is one, when using a Search Engine for the first time**: some Engines require you to use a + (plus sign) to indicate that a word **must** appear in the results and is sometimes used instead of *and*; some require inverted commas around phrases, otherwise pages with one or more of the words will be retrieved, in addition to the words as a phrase e.g. "nursing process"; some will search for either upper or lower case **if** lower case is used...**the help pages of each Search Engine will help you get the best results possible!**

♦ The University of South Australia Library Internet Guides provides a very useful guide on searching some of the more popular search engines, useful subject guides and general guides to Internet resources

♦ Having searched on a Search Engine and waited until it completes your search, scroll down the screen to view the details of the sites found. Sites found are usually displayed in batches. At the bottom of the batch, it is possible to left click with the mouse on a batch number to see more sites.

• **Subject gateways or subject directories** These are indexes to Internet sites which are arranged by subject. They are created by subject specialists: less sites are found because they are manually created **but** the sites offered will be much more reliable and authoritative and less time need be spent on assessing the quality of hits produced by the searches. Some description of the sites identified is usually given.

Examples:

http://www.shef.ac.uk/~nhcon/   Sheffield University *Nursing and Health Care Resources on the Net:* sites of interest to nurses, listing sites within categories which can be browsed; a search box allows for keyword searching of the entire site.

http://omni.ac.uk   OMNI (Organising Medical Networked Information) listing sites on medical and health care topics, including nursing. A search box allows for keyword searching of the entire site, whilst there are classified and alphabetical listings and a page of links to all the *Medline* sites on the Internet.

http://sosig.ac.uk   SOSIG (Social Science Information Gateway). Keyword searches can be conducted, whilst sites are organised into broad subject categories which can be browsed.
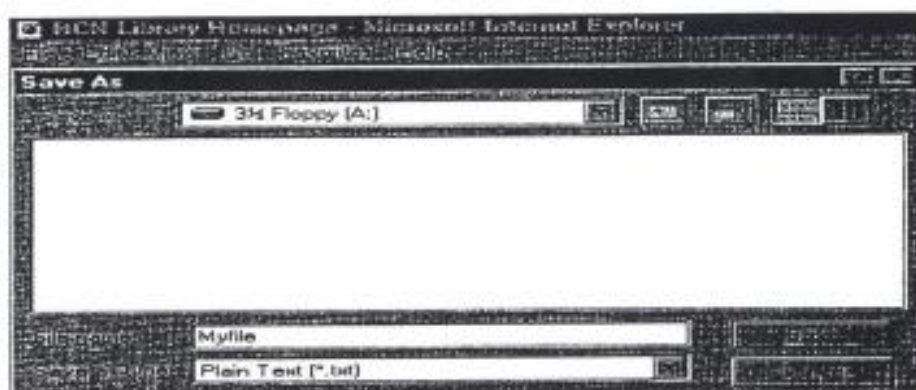
Tip!

♦ **Always left click on the** *Help* **button, where there is one, when using a new Subject Gateway: the help pages will help you get the best results possible!**

5. Printing or downloading information.

To print copies of pages from the Internet, left click on the *Print* button (see *Illustration 1*, above), then select *OK* when the *Print* box is displayed.

To download pages...left click on *File*, in the top left hand of the screen, select *Save As File*, select *3¹/₂ Floppy [A:]* in the *Save in* box; give the file a name in the *File name box* and change the *type* to *Plain Text(*.txt)* in the *Save as type* box. Finally, left click on the *Save* button.

6. Logging off.

Left click with mouse on *File*, top left of screen. Left click on *Close*.

8. Guide to useful web sites for nurses in Wales

RCN Web Pages

Library Services for Nurses in Wales
A searchable online map of library services for nurses in Wales.
http://www.nursing-libraries.org.uk

Nursing Standard homepage
Contains selected articles from current issues.
http://www.nursing-standard.co.uk

RCN Online
Information on RCN and its services, including the Institute, the Library and RCN Direct
http://www.rcn.org.uk/

RCN Research Society's home page
Contains links to the RCN Research and Development Co-ordinating Centre.
http://www.man.ac.uk/rcn/

Welsh Web Pages

Cymruweb
Web page NHS staff in Wales only. Access to a wide range of health databases, health
organisations and NHS web pages.
http://cymruweb.wales.nhs.uk

Health Evidence Bulletins Wales
The Bulletins act as signposts to the best current evidence across a broad range of evidence
types and subject areas.
http://hebw.uwcm.ac.uk

Health Promotion Division, National Assembly for Wales
Details of services, events, publications, r&d and press releases.
http://hpw.org.uk

National Assembly for Wales
http://www.wales.gov.uk

NHS Wales
http://www.wales.nhs.uk

Wales Office of R&D for Health and Social Care
Lists research programmes, courses, grants.

http://dialspace.dial.pipex.com/town/road/xib80/

Welsh National Board for Nursing Midwifery and Health Visiting home page
Outlines the WNB's services and provides contact details.
http://www.wnb.org.uk/

Welsh Nurse Practitioner Association
The WNPA provides a forum specifically for qualified and student Nurse Practitioners
working in Wales but also for all others who are in any way involved in developing,
enabling or enacting that role.
http://wnpa.cjb.net/

Other Useful Sites

Doctors Desk
Includes range of patient information, clinical guidelines, clinical effectiveness journals and
databases.
http://drsdesk.sghms.ac.uk

English National Board for Nursing Midwifery and Health Visiting home page
Contains free access to the ENB's Health Care Database.
http://www.enb.org.uk/

Government Information Service search system.
A search service for locating UK National and Local Government information published on
the Web.
http://www.open.gov.uk/search/search.htm

NMAP
The UK's gateway to high quality Internet resources for nurses, midwives and allied health
professions
http://nmap.ac.uk

Organising Medical Networked Information (OMNI)
Gateway to selected and evaluated Internet resources in medicine, biomedicine, allied health,
health service management and related topics. Has links to some nursing sites and access to
several free Medline services.
http://omni.ac.uk/

South and West Health Care Libraries Unit home page
Detailed guides to health information in the UK, including evidence-based health care.
http://www.soton.ac.uk/~swhclu/

Trawling the Net
Aims to provide a resource page of links to free databases of interest specifically to NHS
staff.
http://www.shef.ac.uk/~scharr/ir/trawling/html