OVID DATABASES

A User Guide

Includes: AMED, Embase, Emcare, HMIC, Social Policy & Practice, Health Business Elite

Contents

A · ACCESSING DATABASES

- Go to the Library Website: **https://www.sonhslks.com/**
- Select the link to Search Healthcare Databases
- This will bring up an alphabetical listing of all the databases you can get access to. Scroll down and select either **AMED** or **Embase**
- At this point you will see the OVID login page
- Click on **OpenAthens/Institutional**
- Type in **NHS England (you only need to do this once as it will remember your choice on subsequent visits)**
- You will now be asked to login using your Athens account

SEARCH HEALTHCARE DATABASES

Choose the database you wish to search by placing a tick in the box next to it and click on **OK**

We recommend searching one database at a time. All databases index entries differently so to ensure you get the best possible results, you should search each database separately

Once you have selected a database, you will need to create a personal OVID account to save your searches and results
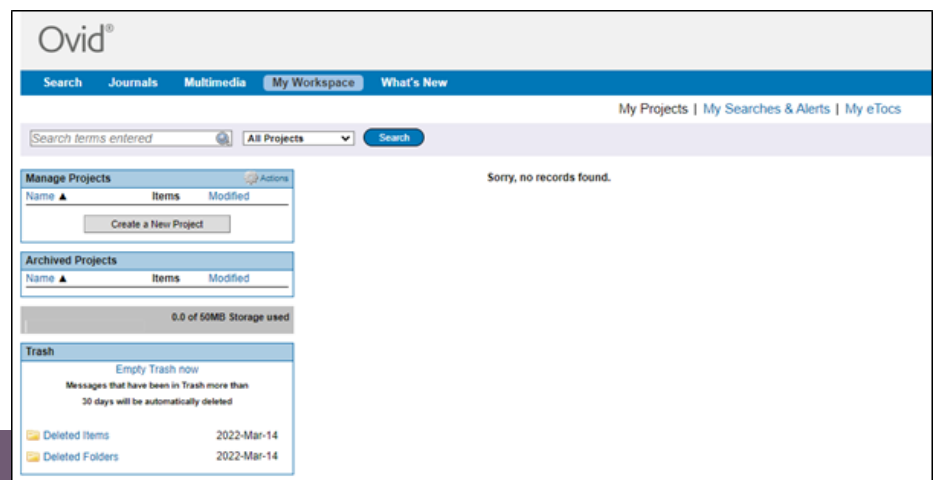
Click on **My Workspace** to take you to the login/registration screen.
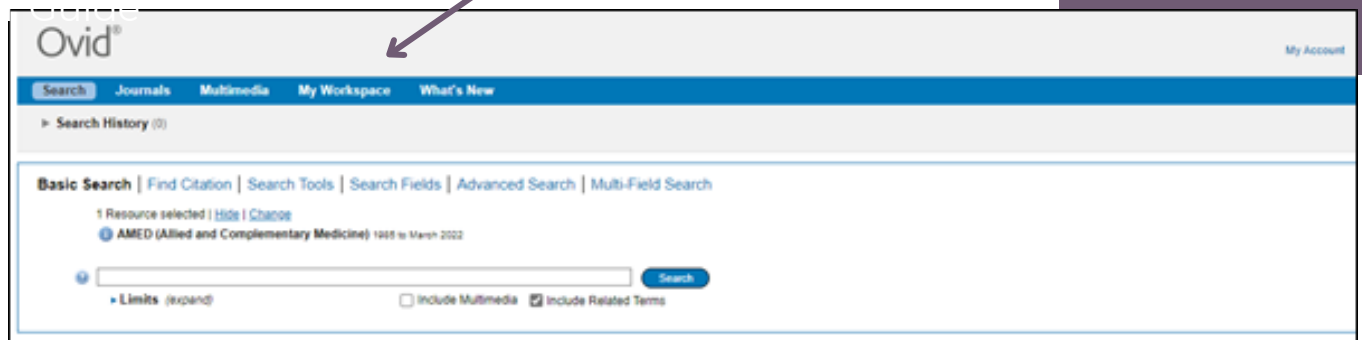
Now click on **Create Account**

You will need to choose a **Username** and **Password**, as well as inputting your **email address** and **name**

Once created, your Workspace will look like this

If you already have a personal OVID account, you can login to it by clicking on **My Account** from the first screen

It is useful to think about **exactly** what you're looking for before you begin inputting your terms

This will ensure that you find relevant and appropriate information

- What type of patient/population are you looking at?

- Are you using a specific test or intervention, or a broad group?

- If you are looking for better outcomes, what are examples of those outcomes?

PICO

You may find it useful to use the **PICO** formula to plan your search

P	Patient, Problem, or Population	How would I describe the problem or a group of patients similar to mine?
I	Intervention	What main intervention, prognostic factor, test or exposure am I considering?
C	Comparison	Is there an alternative to compare with the intervention?
O	Outcome	What do I hope to accomplish, measure, improve or affect?

Think of all the different **CONCEPTS** that make up your topic

Write your different concepts down. Searching for each concept individually and in a variety of ways will ensure your results are more specific and relevant to you

D   SEARCHING FOR KEYWORDS

In OVID, there is a choice of the following search options:

Best Used for

Basic Search   **Phrase** or **natural language** searching
Advanced Search   **Subject Headings** (thesaurus) searching
Search Fields   **Keyword** searching
Multi Field Search   **Keyword** searching

★ TO RETRIEVE THE BEST RESULTS CHOOSE THE OPTION BEST SUITED TO YOUR SEARCH TERMS

Click on **Search** in the top-left of the menu bar

For phrase or natural language searching, choose **Basic Search**

You can now start entering your phrase or question into the search box
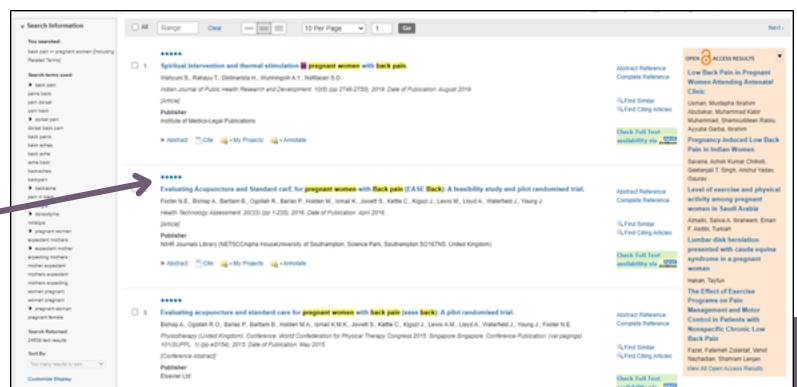
Click on **Search**

YOUR RESULTS WILL BE DISPLAYED UNDERNEATH YOUR SEARCH BOXES

Your search information will be displayed on the left. This includes a listing of all the **search terms** used

The results are given a **relevance ranking** indicated by stars*

5 star articles are the most relevant and will appear at the top

Star ranking is only available in the Basic Search option

KEYWORD SEARCHING

Note: * is used as a wildcard to truncate a word eg. clinic*
For American / British spelling you can use the # symbol: p#ediatric, colo#r, etc.

For keyword searching, choose **Multi Field Search**

You can now start entering your search terms in the fields

Remember to think about....

Synonymous terms
Potential alternative spellings (e.g. American)
Singular and plurals

You can choose which **fields** to search by using the drop-down menus

If you want to search more than one specific field, for example, **Title** and **Abstract**, you need to search for these on separate rows using **OR**

Once you've entered your search term(s) click on **Search**

YOUR RESULTS WILL BE DISPLAYED UNDERNEATH YOUR SEARCH BOXES

From here you can choose to view the **OVID Full Text Abstract,** or **Article as PDF** (if available)

Find Similar will locate articles similar to the one selected

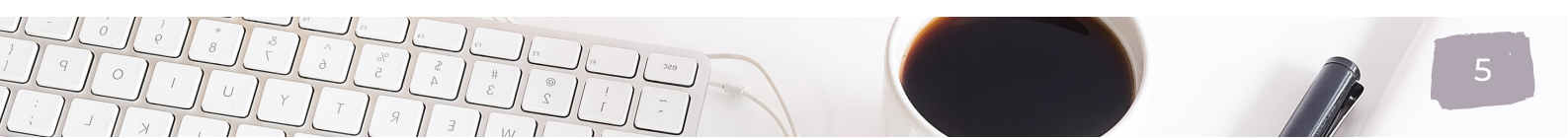**Find Citing Articles** will locate other articles that have cited your chosen article

⭐ If the article is not available as Full Text, you can contact the Library and request for it to be sourced from another library collection for you

Each search will generate a **results line** in your **Search History**

When doing a comprehensive literature search you want to search for keywords combined with **subject headings** (also referred to as a Thesaurus Search) - if there is one available

- Subject headings are what the databases use to index articles

- Because each database uses its own unique subject headings it is important to search each database individually and one at a time

Click on **Advanced Search**

Type in your search term and click **Search**

Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change
ⓘ Ovid MEDLINE(R) ALL 1946 to March 21, 2022

Enter keyword or phrase
(* or $ for truncation)   ● Keyword ○ Author ○ Title ○ Journal

rib fracture| **Search**

▸ **Limits** *(expand)*   □ Include Multimedia   ☑ Map Term to Subject Heading

Make sure you tick the **Map Term to Subject Heading** box

The thesaurus may have *exactly* what you're looking for, or offer suggestions to other subjects
.... have a go at searching for **alternative terms** too

You can click on the **term itself** to see where it sits within its **index tree**

□	Intra-Articular Fractures
□	Osteoporotic Fractures
□	Periprosthetic Fractures
[+] □	Radius Fractures
☑	Rib Fractures
[+] □	Shoulder Fractures
[+] □	Skull Fractures
□	Spinal Fractures
□	Tibial Fractures
[+] □	Ulna Fractures

⭐ **THE DATABASE WILL ALSO GIVE YOU OPTIONS TO EXPLODE OR MAJOR YOUR TERM**
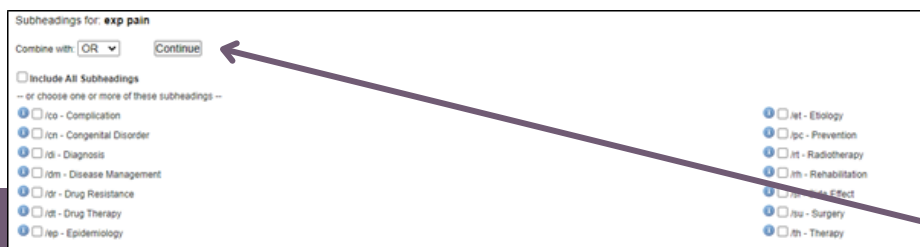
These options can widen OR narrow the search

If we select the **TERM ITSELF** the database will bring up results where your term is used both as a major *and* minor focus, so it will be **broader**

If we click **EXPLODE** the database will bring up results from that term and everything indented after it in its index tree, so a broader result

If we click **FOCUS**, the database will bring up results where your term is more of a key element, so fewer but potentially more focussed results

Try placing a tick in the **Explode** box next to your term and click on **Continue**

You can choose to specify particular areas by placing ticks in the boxes but this is not mandatory.
Then click on **Continue**

Now do the same for **Focus** to see the difference in the number of results found

COMBINING KEYWORDS AND SUBJECT HEADINGS

By using a combination of both **KEYWORDS** (which will bring up the most up-to-date- information) with **SUBJECT HEADINGS** (used to index the articles in the database) you will have a more comprehensive search and eliminate the risk of missing out important information

In your Search History, select the **line numbers** you want to combine

Then click Combine with <u>OR</u>

JOINING YOUR CONCEPTS TOGETHER

You should search for both **KEYWORDS** and **SUBJECT HEADINGS** for EVERY concept you have

Once you have combined your keywords and subject headings for each subject, you can **ADD** your concepts together

Go to your
Search History

Select the searches you
wish to join

Click Combine with <u>**AND**</u>

You can reduce your results further by using the **FILTER** function

On the results
page, you can
filter your results
by **publication
date, publication
type, a particular
named journal**
etc.

Once you have selected your filters, click on **Add to
Search History** to add them to your search

★ In your Search History, make sure you have selected the search you wish to add the filters to

To apply limits to your search, select the line you wish to limit then tick the
LIMITS box and choose the limits you want

To see the full list
of available limits
select **Additional
Limits**

Choices of additional limits include:

- OVID Full Text*
- Date
- Gender
- Age Group
- Human
- Language
- Type of Clinical Trial
- Publication Type
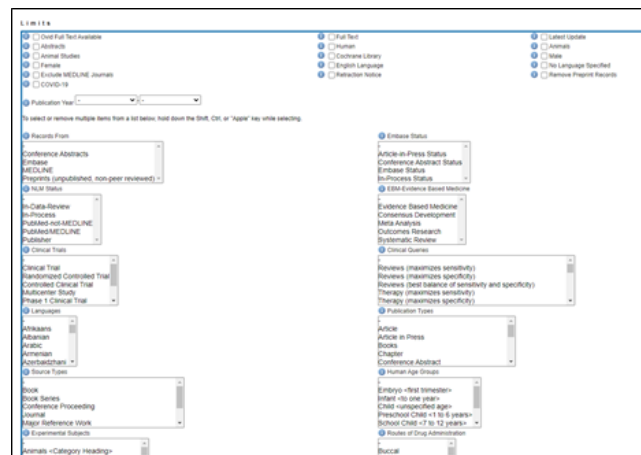
*If you wish to see the complete article you should select *OVID Full Text*

Once you have chosen your limits click **Limit A Search**

Clinical queries are pre-tested search strategies (or filters) which are made up of search terms that identify the methodology of a study. They are used as an effective way to retrieve particular types of studies that answer questions relating to therapy, diagnosis, prognosis, aetiology/etiology etc

Selecting the appropriate limit will:

- increase the relevancy of your search
- introduce a level of consistency to your searching making it more systematic
- save you time in when conducting your search
- provide you with a particularly useful way of limiting a broad search

J   SAVING, EXPORTING & PRINTING YOUR RESULTS

Saving Your Results and Setting up Alerts

To save your **search(s)** select the search(s) you wish to save, then click on **Save All**
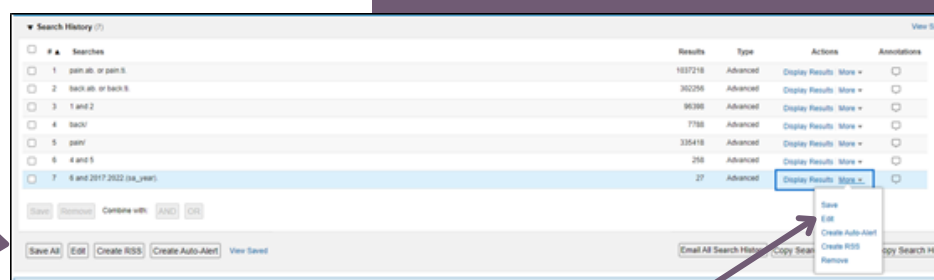
Alternatively you can hover the mouse over the **More** option and choose **Save**

You will be asked to give your search a **name**

You can also choose whether you wish to permanently or temporarily save your results or to set up an autoalert

Save Your Search or Create an Alert

Cancel **Save**

Search name

Back Pain

Comment

Add a description, you can change it later.

Optional

Type

Permanent

Temporary (72 hours)
Permanent
AutoAlert (SDI)
My Projects

Existing Saved Searches

Then click on **Save**

⭐ **You must be logged into your Ovid account to be able to save searches or set up alerts**

To retrieve your saved searches, click on **View Saved** in your Search History

From here you can **re-run** or **delete** your searches

My Projects | My Searches & Alerts | My eTocs

TEMPORARY SEARCHES 1

☐ Favorites Only

▶ Run   Copy   🗑 Delete

Temporary Searches 1

☐ **Back Pain**   Temporary (72 hours)   ☆ ✉ ✏ 👁

You can also **add a search to your favourites, email a search, edit a search** *or* **view a search strategy**

Exporting and Printing Your Results

From your results you can **PRINT, EMAIL**, or **EXPORT** your results to reference management software

If you have any questions or need any help or advice, please contact the Library Team

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