

Print Resources

Journals

All the journals currently subscribed to by HEFT Library Services are available electronically. For a comprehensive list, please refer to the 'E-Journals' section in this guide or search via **ASK HEFT Discovery tool** <http://tinyurl.com/z795c8c> using your Athens login for a complete list.

Books

For a comprehensive list of books available on Admin & Clerical across the three sites, please search the Library Catalogue:- www.base-library.nhs.uk

Contact details of Outreach Librarians

Ann Button

Faculty Outreach Librarian
(**Medicine and Medical Related specialities**)

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ASK a librarian

Awareness

24/7 ACCESS on each site for all staff

Support

SUPPORT in your STUDIES

Knowledge

Ever been puzzled by a clinical condition?

The Outreach Librarian for Admin & Clerical is **Ann Button**

☎ 0121 424 2503

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ASK your Outreach Librarian to:

- Guide you to evidence based resources
- **Carry out literature searches for patient care, audit, guidelines, CPD and research**
- Inform you of the latest evidence bulletins
- **Review and improve books, journals and electronic resources**
- Support your Journal Club
- **Attend ward rounds, meetings or clinics**
- Support your departmental Team Knowledge Officer

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Library Services
Investing in Knowledge

Admin & Clerical Resources Guide

Heart of England NHS Foundation Trust

Good Hope, Heartlands and Solihull Libraries

Library Website:

www.heftlibrary.nhs.uk

Library Online Catalogue:

www.base-library.nhs.uk

Electronic Resources

The NHS subscribes to key healthcare databases, full text journals, e-books and more for its staff. To access these you need to have an Athens username and password. You can obtain one by self-registering at:

<https://openathens.nice.org.uk/>

You can find out more about Athens Self-Registration or pick up a flyer from the Education Centre Libraries at Good Hope, Heartlands and Solihull.

Books on Prescription Collection

www.base-library.nhs.uk or at www.heftlivewellworkwell.co.uk/

The aim of the *Books on Prescription* scheme is to provide self-help resources for mental health issues and promote mental health and positive well being.

Health & Well Being Books

www.base-library.nhs.uk

A collection of Mood/Reminiscence and fiction books are also available in the Trust libraries.

e-Books Collection

eBook titles are listed on the library catalogue

www.base-library.nhs.uk

Choose your own eBooks by simply logging on with your Athens account at

www.ebookcentral.proquest.com/

e-Journals

You can access the following electronic journals using your Athens account from [ASK HEFT Discovery Tool:](#)

- Advertising Age
- British Journal of Healthcare Management
- Clinical Data Management
- Human Resources for Health
- Information Today
- Journal of Healthcare Admin Management

Useful Websites

This section lists some useful websites, organisations, professional bodies, and patient information sites useful for Admin & Clerical professionals.

Admin Bank

<http://sharepoint/clinicalbank/>

Trust Intranet A-Z access.

Administration and Support Services

www.theadmincentre.nes.scot.nhs.uk

The support centre is divided into 3 main sections— working, learning and careers in NHS Administration.

Anatomy TV

www.anatomy.tv/

The 3D anatomy resource features anatomical pictures that can be rotated, and layers can be removed in order to expose underlying structures.

ASK

<http://tinyurl.com/z795c8c>

Discovery tool: Discover and engage with high impact knowledge. Via your Athens account.

BASE-eLearning

www.base-library.nhs.uk/

Base-eLearning - online courses that teach a range of core skills helping you to search for and appraise evidence-based information.

BSMSA

www.bsmsa.org.uk

Training and personal development

Clinical Key

www.clinicalkey.com/

Clinical Key enables searching from a single platform across eBooks, eJournals, procedural videos, drug information, patient information and images.

Cochrane Library

www.thecochranelibrary.com/

High-quality evidence, e.g. systematic reviews and randomised controlled trial: RCTs

DH Data Thesaurus

www.multites.co.uk/

Thesaurus of health and social care terms.

Education

www.heftfaculty.co.uk

A wide range of courses are available to all Trust staff, including e-learning opportunities available via MOODLE.

HEFT Library Services

www.heftlibrary.nhs.uk

Provides access to a wide range of information and knowledge resources that Trust staff and students may require.

Medical Dictionary—MedlinePlus

www.nlm.nih.gov/

Also gives access to health topics.

MOODLE Hub

www.heftmoodle.com/

Where guests and Bank Staff have access to a selection of courses from outside the Trust.

NHS Employers: GMS Acronym Buster

www.nhsemployers.org/

General medical services has a vast amount of acronyms.

NHS Evidence

www.evidence.nhs.uk/

24/7 portal available to all NHS staff and to access local and national procured resources from work or home.

NHS Professionals

www.nhsprofessionals.nhs.uk

A range of positions available.

RefWorks

www.refworks.com/

A tool, designed to help gather, manage, store and share all types of information, as well as generate citations and bibliographies.

TRIP Pro

www.tripdatabase.com/

TRIP is a smart, fast tool for you to find high-quality clinical research evidence.
Provided by Health Education England.