



10 Step Guide to NHS Healthcare Databases

1. Introduction

Anyone working for the NHS in London can access and search 8 healthcare databases: AMED, BNI, CINAHL, EMBASE, Health Business Elite, HMIC, MEDLINE, and PsycINFO. This guide gives an overview of how to use these databases to quickly find relevant information (predominantly journal literature) on your chosen topic(s).

For complex searches we would recommend that you see our guide: ***Searching NHS Healthcare Databases***.

2. Register for NHS OpenAthens

The databases are accessible anywhere using an OpenAthens login. You can self-register for an OpenAthens Account at <https://openathens.nice.org.uk> from any PC on the Trust network or with a NHS email address. If you have any problems with the self-registration process contact your local Athens Administrator on **01536 492 862** or email kgh-tr.library.index@nhs.net

3. Planning your search

It may help you to think of your topic as a question, then you can break down your question into its main concepts/keywords. You will also need to choose the most appropriate database(s) for your search. Database information about can be found in the help guide <https://hdas.nice.org.uk/help/>

4. Accessing a database

The screenshot shows the NICE Healthcare Databases Advanced Search interface. At the top, there is a navigation bar with links for 'New Search Strategy', 'My Search Strategies', 'Saved Results', 'Alerts', and 'Import'. A user profile 'ihsooreilly' is visible in the top right. A blue banner message states: 'Welcome to the new HDAS. Please visit the help file for tips, guides and videos on how the new features work. We have been notified by the providers of OpenAthens that they will be conducting maintenance on the service between the hours of 7-9am (UK time) on Tuesday, 1st November. Some services may be temporarily unavailable during this period.'

The main search area includes a search bar with the placeholder text 'Select databases and search, or query thesaurus'. Below the search bar, there is a 'Databases' section with checkboxes for 'Select All', 'AMED', 'BNI', 'CINAHL', 'EMBASE', 'HBE', 'HMIC', 'Medline', 'PsycINFO', and 'PubMed'. A note below the checkboxes says 'Hover over a database for more information'. There is also a 'Fields' section with the text 'Select database(s) for a selection of search fields'. At the bottom, there is a 'Limits' section with the text 'Enable Limits to set advanced search options' and a 'Display' section with radio buttons for 'Results' (selected) and 'Search History Only'. A 'Raise Search Panel' link is also present.

Go to <https://hdas.nice.org.uk/> and login with your OpenAthens username and password at the top right of the screen. This will allow you to access all databases. Alternatively, you can just search the PubMed database without logging in.

Once logged in, you can select which database you want to search. Search databases one at a time, so that you can use thesaurus subject headings and apply limits to your search results. You can then repeat the search in another database.

5. The search screen

Whichever database you access, the search screen will look similar to the one below:

The screenshot shows a search interface with several components. A search box at the top contains the text "Select databases and search, or query thesaurus". To its right are buttons for "Search" and "Thesaurus". Below the search box are several database selection buttons: "Select All", "AMED", "BNI", "CINAHL", "EMBASE", "HBE", "HMIC", "PubMed", and "Medline" (which is checked). Below the databases are buttons for "Fields": "ti Title", "ab Abstract", "au Author", "is ISSN", and "jn Journal Name". There is also a "Limits" section with a checkbox and a "Display" section with radio buttons for "Results" and "Search History Only". A "Lower Search Panel" button is at the bottom right. Numbered callouts point to: 1. Search box, 2. Fields section, 3. Limits section, 4. Thesaurus button, 5. Search button, and 6. Databases section.

- 1 – **Search box** - enter the first keyword or phrase you selected when planning your search – **do not** type in whole sentences or words such as 'in' 'of' etc. (See step 7 for **combining searches**).
- 2 – **Fields** - allows you to specify which fields are searched, e.g. author, title.
- 3 – **Limits** - to apply to a search, e.g. English language, dates.
- 4 – **Thesaurus** – select this button to run a search for subject headings.
- 5 – **Search** - select this button to run a basic or keyword search.
- 6 – **Databases** – to select a database.

N.B. the options in 2 and 4 vary between databases.

Search results are displayed below the search screen. You can view details of articles individually by clicking on their links. If an article is available online it will have a '**Full text available**' link will be displayed below the entry.

Syntax troubleshooting – this feature will highlight any search strategy errors.

6. Search history

From here you can **save searches, view results** and **delete searches**

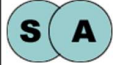

The screenshot shows a search history interface. At the top, there is a "Current search strategy:" label, a text input field "Name this strategy", and a "Save Strategy" button. Below this is a table with columns "Database(s)", "Search Term", "View Results", "Edit", and a trash icon. The table contains three rows. The third row is highlighted in green. Below the table are buttons for "All", "Rerun Searches", "Copy", "AND", "OR", "Combine", "Delete Selected", and "Export Options". At the bottom, there is a summary line: "11,000 combined results for (1 AND 2): ~"(diabetes).ti,ab AND (exercise).ti,ab".

	Database(s)	Search Term	View Results	Edit	
<input type="checkbox"/>	Medline	diabetes	View Results (393,181)	Edit	
<input type="checkbox"/>	Medline	(exercise).ti,ab	View Results (203,331)	Edit	
<input type="checkbox"/>	Medline	(1 AND 2)	Viewing (11,000)	Edit	

You can also combine searches, and edit search lines.

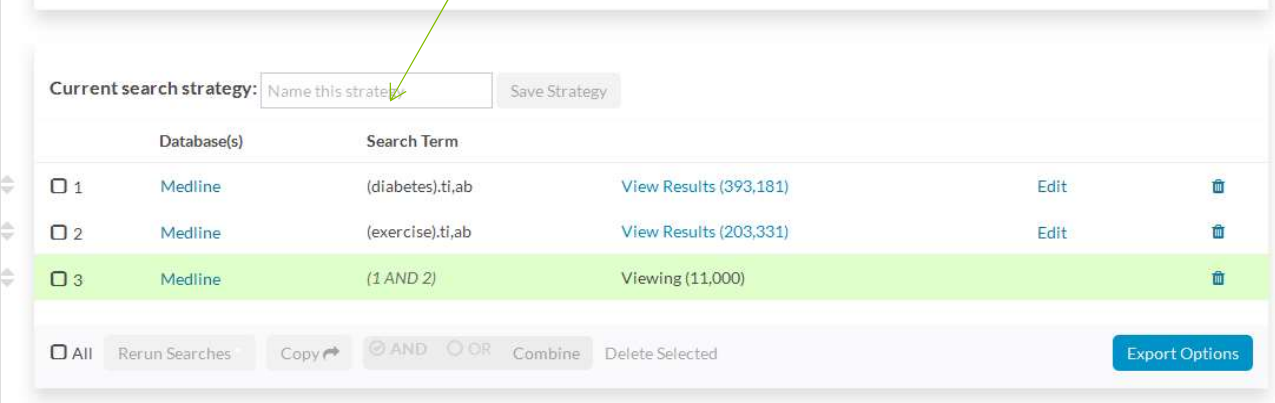
7. Combining searches

Tick the boxes of the lines of the searches you wish to combine (e.g. 1 and 2) and then select AND or OR using the logic below, before clicking on **Combine**:

stress OR anxiety		Documents that discuss either stress or anxiety
stress AND anxiety		Documents that discuss both stress and anxiety

8. Saving searches and results

To save a search use the **Current search strategy** field to give your search a name, then click the **Save Strategy** button.



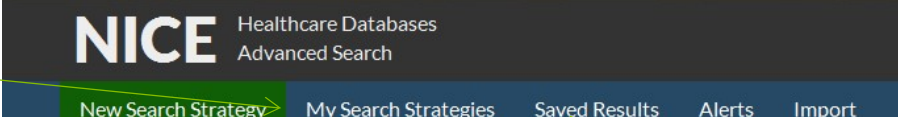
11,000 combined results for (1 AND 2); ~"(diabetes).ti,ab AND (exercise).ti,ab"

You can also save individual articles by ticking the box(es) on the left hand side and then clicking the **Add to Saved** button.



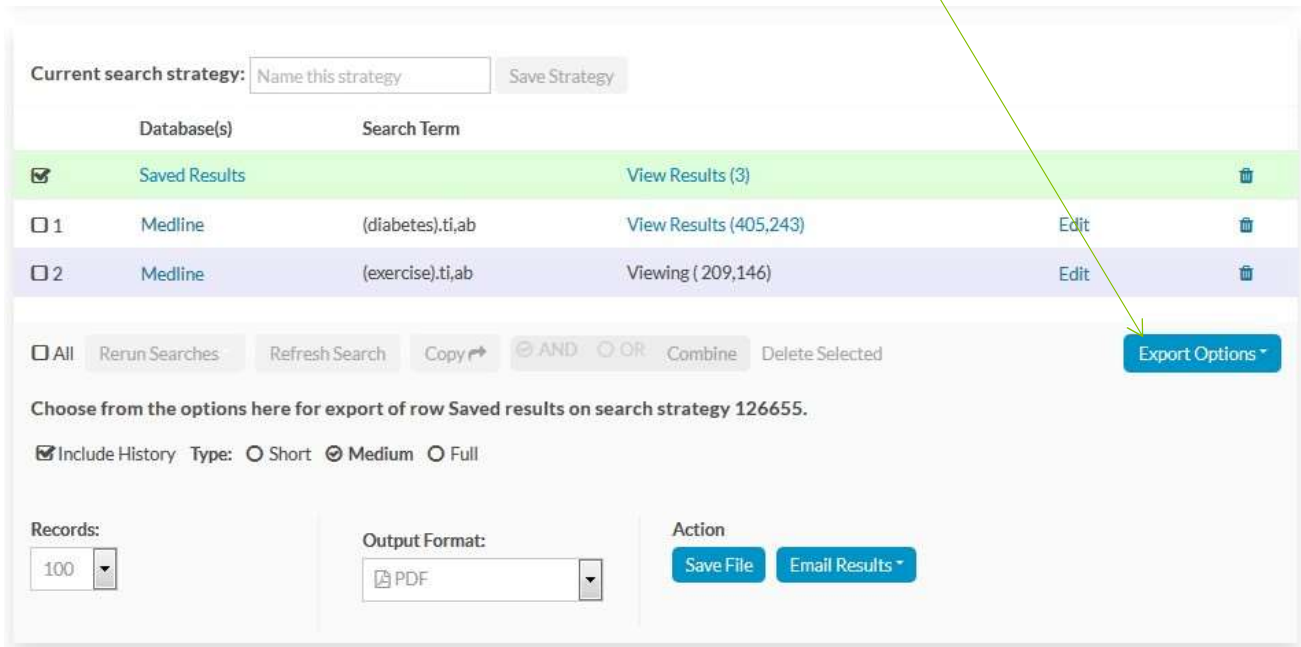
To retrieve saved searches click on **My Search Strategies** at the top of the screen.

To retrieve saved results use **Saved Results**.



9. Emailing and Exporting

Search results can be exported or emailed. You can choose to email or export all the results in a search row or just select articles using the **Saved Results** row. Once you have decided which results to export/email click the checkbox next to that row, the **Export Options** button will then become active.



The screenshot shows a search results interface. At the top, there is a 'Current search strategy' section with a text input 'Name this strategy' and a 'Save Strategy' button. Below this is a table with columns 'Database(s)' and 'Search Term'. The first row is highlighted in green and labeled 'Saved Results', with a 'View Results (3)' link and a trash icon. The second row is labeled '1 Medline (diabetes).ti,ab' with a 'View Results (405,243)' link, an 'Edit' button, and a trash icon. The third row is labeled '2 Medline (exercise).ti,ab' with a 'Viewing (209,146)' link, an 'Edit' button, and a trash icon. Below the table, there are several buttons: 'All', 'Rerun Searches', 'Refresh Search', 'Copy', 'AND', 'OR', 'Combine', and 'Delete Selected'. A blue 'Export Options' button is visible on the right, with a green arrow pointing to it from the text above. Below the buttons, there is a section for 'Choose from the options here for export of row Saved results on search strategy 126655.' with a checked 'Include History' checkbox and radio buttons for 'Type: Short', 'Medium', and 'Full'. At the bottom, there are three sections: 'Records:' with a dropdown set to '100', 'Output Format:' with a dropdown set to 'PDF', and 'Action:' with 'Save File' and 'Email Results' buttons.

A choice of format options are available including: the choice between short, medium, or full record transcript; the number of records to export or email; and choice of PDF, Word, Excel, or RIS document format. To export results select **Save File** and to email results select **Email Results**.

10. Further information and support

For more help, download our comprehensive 'Searching the NHS Healthcare Databases' guide. Help can also be found on our website <https://kghtest.wordpress.ptfs-europe.co.uk> or by contacting:



KGH Library

01536 492 862 or email kg-h-tr.library.index@nhs.net