

PUBLIC HEALTH UPDATES GUIDE

Subscribe to e-bulletins, newsletters and current awareness services to receive information updates on subject areas of interest.

Step-by-step guide to finding and organising information

Finding

1. The key to any searching is to be systematic. Develop a routine around collecting the information that you need so that it meets all of your requirements.
2. Set the boundaries around the subject areas and types of information you want to include. For example, are you interested in collecting reports, strategies and/or evidence summaries?
3. It is also helpful to have a brief statement of your aims in relation to the information you have collected. This is to enable you to avoid collecting too much or irrelevant information as well as indicating to your audience **where and what type of information** has been sourced.
4. To find information, sign up or subscribe to organisational newsletters and e-bulletins. Organisations will usually alert you to their latest publications - this may save you having to check their websites on a regular basis.
5. A current awareness service such as **KnowledgeShare**, which is personalised to your interests, will enable you to receive a lot of information from a wide variety of sources which will save you time.

Organising

1. Once you begin receiving information, view it on the day it comes into your inbox. Set up **folders** in your email account for different newsletters, bulletins and KnowledgeShare. Then select what information you need and save to a Word document/table or Excel spreadsheet.
2. Set aside a time to go through the information saved. The more frequently you do this e.g. once a week, the task becomes less time consuming.

3. Set your information out into a user-friendly format. This will enable you and others to access and read through it easily.

See the **Information Template** in the [Appendix](#) as an example.

5. You could then use the **Sort tool** to organise your information under the different subjects or themes. For example, order by all alcohol documents first, then by smoking documents, then by nutrition.

4. If you have particular subjects or themes e.g. alcohol, smoking, nutrition, then you could create additional column headings in your table (alongside the basic data such as title, date and publisher).

6. Once you begin looking for and collecting information you can review your sources. Some may be more appropriate than others and there may be gaps in the information you need. This will then give you the opportunity to search for other sources to find more targeted or relevant information.

Library & Knowledge Service Bulletins

Title	Access	Information
Daily Health Bulletin	Contact the Library to be added to the email distribution list for any/all of these bulletins. library.sfht@nhs.net	This bulletin is delivered Monday – Friday.
Health Management Bulletin	library.sfht@nhs.net	This bulletin is delivered alternate Thursdays.

KnowledgeShare

Title	Access	Information
KnowledgeShare	From our website, download and complete a library membership form (includes a section to sign up for KnowledgeShare)	KnowledgeShare is an online current awareness service which provides guidelines, reports, journal articles and a range of summarised evidence, delivered to your inbox. You will only

	and email it to the library.sfht@nhs.net	<p>receive information that has been personalised and tailored to your specific interests.</p> <p>Register indicating your main professional interests. These can be broad (public health, mental health, managing and leading people) or specific (focusing on particular areas such as alcohol, nutrition, or physical activity). Tailor these interests in terms of setting (Community, Population Health, Workplace Health) and age groups.</p>
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Organisational Bulletins

Title	Access	Information
King's Fund	https://www.kingsfund.org.uk/emails	Get the latest news from The King's Fund and The King's Fund Library by subscribing to their email newsletters and health care information bulletins.
Local Government Association (LGA)	https://local.gov.uk/about/news/e-bulletins	LGA e-bulletins are designed to give you relevant, timely information about the areas that matter to you. They offer a number of ebulletins on a variety of topics.
National Institute for Health Research (NIHR)	https://www.nihr.ac.uk/about-us/stay-up-to-date.htm	NIHR have a number of social media channels and newsletters.
NHS England Primary Care Bulletin	https://www.england.nhs.uk/email-bulletins/primary-care-bulletin/	Subscribe to NHS England's Primary Care bulletin which provides resources on health policy and practice, and is usually sent out once a week.

NICE Newsletters and Alerts	https://www.nice.org.uk/news/nice-newsletters-and-alerts	Subscribe to NICE newsletters and alerts.
Office for Health Improvement and Disparities	https://www.gov.uk/government/organizations/office-for-health-improvement-and-disparities	Subscribe to receive e-mails.
Royal Society for Public Health	https://www.rsph.org.uk/about-us/news/newsletter-sign-up.html	RSPH sends out regular email newsletters to update individuals interested in specific areas of its work.
UKHSA	https://www.gov.uk/government/organizations/uk-health-security-agency	Subscribe to receive e-mails.

Contact

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Library and Knowledge Service

Sherwood Forest Hospitals NHS Foundation
Trust



library.sfht@nhs.net



<https://lks.sfh-tr.nhs.uk/>



[@SFHTLibrary](#)

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Appendix

Information template in Word

Title: *Name of your document*


Date: *Time period information covers or date of the month it's published*

Example table

Title	Publisher	Date	Brief description
Women's Health Strategy for England	Department for Health and Social Care (DHSC)	Published: 20 th July 2022 Last Updated: 21 July 2022	<p>This document sets out the government's 10-year strategy for women's health in England.</p> <p>It details the:</p> <ul style="list-style-type: none">• government's ambitions over the next 10 years• actions we are taking now to improve the health and wellbeing of women and girls in England <p>From March to June 2021, the government held a call for evidence to inform the development of the first Women's Health Strategy for England. Analysis of the call for evidence consultation response has informed the development of this document.</p>

Organising information in a Word table

- You can organise your information first either alphabetically by title or by date published, **or**
- By using Word to sort the contents of the table for you - click on the box with a cross on the top left corner of the table – see below



Title	Publisher	Date	Brief description
Women's Health Strategy for England	Department for Health and Social Care (DHSC)	Published: 20 th July 2022 Last Updated: 21 July 2022	This document sets out the government's 10-year strategy for women's health in England. It details the:

1. Select the table
2. Next to Table Design, go to Layout > Sort.
3. In the Sort field, choose how you'd like to sort the table (title, publisher, date...)
4. Choose Ascending (low to high/A to Z) or Descending (high to low/Z to A).
5. Select OK

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