

MANAGEMENT FOR THE HEALTH PROFESSIONAL (HSM311)

SEARCHING FUNDAMENTALS

There are two ways to search for information: to search by word (keyword) and to search by idea (subject). In keyword searching you choose your search terms; you have greater flexibility but you must try multiple searches using different spellings and synonyms in order to match all the variations authors *could* use. You will get results not related to your topic. Alternatively, subject searching is very organized and uses only librarian-determined terms; you find your terms -- usually called Subjects or Descriptors -- and you search using them to get fewer, more relevant results. Try using this procedure:

1. Perform a search using important terms that define your topic
2. Find a good result and look at its Subject / Descriptor
3. Perform a subject search using the Subject / Descriptor you find

RESEARCH IS A TWO-STEP PROCESS

You should divide your research into two stages:

Stage 1: Use the library databases to identify a source, e.g., a journal article

Stage 2: Use various resources to obtain the source, including:

- SFX / List of E-journals – a list of magazines & journals available via our databases
- List of Print Journals – a list of our print serials; the list is available in print & online
- Librarians – always feel free to ask a librarian to help you locate material
- Interlibrary Loan – fill out an online ILL form to obtain material we do not own

INTERLIBRARY LOAN (ILL)

Our library shares its materials with other libraries, and those other libraries share their materials with us; this sharing is called interlibrary loan. If you want a book or journal article which we do not own then fill out an online ILL form and we will get the material for you.

*Do not limit yourself only to full-text articles in databases;
use the library's print journals and make free ill requests.*

EVALUATING WEBSITES

Always evaluate your web results for their:

- Accuracy does the site misstate, misrepresent or exaggerate facts? are there errors?
- Authority who created the site and what are their affiliations and credentials?
- Bias does the site offer a point of view or opinion?
- Coverage how much information is there?
- Currency when was the site last updated?

DOCUMENTING YOUR WORK

- Official manuals for APA and MLA are on Reserve and in Ready Reference
- Citation handouts are available online through the Library's *Research Guides* page
- Make A Citation -- <http://citation.sunyit.edu>

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RECOMMENDED SUNYIT DATABASES

Proquest - Full-text articles in including **ABI Inform**, a business database

CINAHL (Cumulated Index to Nursing and Allied Health Literature) - Provides indexing to nursing and allied health journals and full text for journals, legal cases, clinical innovations, critical paths, drug records, research instruments and clinical trials

Health Reference Center - Full-text health information from journals, magazines, and reference books

Academic Search Premier - Scholarly multi-disciplinary database designed specifically for academic institutions

Business Source Premier - Covers virtually all subject areas related to business

Medline - Abstracts of articles in all areas of medicine from the National Library of Medicine

Science Direct - Full-text journal articles in science, technology, and medicine

WHERE TO FIND FULL-TEXT ARTICLES ON THE INTERNET

Free Medical Journals – Promotes free access to medical journals.

<http://www.freemedicaljournals.com>

Highwire Press - “largest archive of free full-text science on earth.”

<http://highwire.stanford.edu/lists/freeart.dtl>

Pubmed Central - Full-text archive of life science journals

<http://www.pubmedcentral.nih.gov>

RECOMMENDED WEBSITES

Agency for Healthcare Research and Quality (AHRQ) Data and Surveys – Maintains national data from the Healthcare Cost and Utilization Project

<http://www.ahrq.gov/data>

American College of Healthcare Executives(ACHE) – Provides resources for CEOs, Group Practice Executives,Hospital Executives, Nurse Executives and more.

<http://www.ache.org>

Glossary of Health Care and Health Care Management Terms – A list of defined terms provided by the University of Washington’s School of Public Health and Community Medicine

<http://depts.washington.edu/hsic/resource/glossary.html>

Medical Group Management Association – Links include Resources, Jobs, and Education/Events

<http://www.mgma.com>

University of California at Berkeley Public Health Library’s links to health statistics – helpful sites with great sources of statistics

<http://www.lib.berkeley.edu/PUBL/stats.html>