



WORKSHOP

# CONTINUING EDUCATION COURSES

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# CEC 1

## Growing Confidence in Systematic Searching: Managing and Exploring Bibliographic Databases

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Keyword: **Grow**, Manage, Explore

Searching the medical literature takes time, often more time than you have. Yet researchers in your institute keep asking you for help with their systematic review and other searches. Do you disappoint them and tell them you don't have time? They will probably still continue with their review and perform the searches themselves, and either get rejected, or even worse: another low quality systematic review is published. Wouldn't you rather improve the speed at which you can create high quality systematic searches? Now is the opportunity to learn a highly effective method. The method taught in this workshop allows its developer to create SR searches in 1.5 hours. Imagine the number of researchers you can assist if each review only takes you such a short time.

Grow more confident in your searches by learning all about: research question analysis; search term exploration; database choice; search strategy creation (including the difficult to grasp proximity operators); search optimization (finding all relevant references, but not too many for the researcher to manage) and translation between databases.

### Description

The course is a hands-on session around searching the medical literature for librarian-mediated searches. In the course examples will be used from the practice of the teachers as well as research questions from the clients of the participants.

Before the workshop the participants will be asked to prepare some exercises that will be discussed during the workshop, and will be used to adapt the level of the workshop to the level of knowledge of the participants. The homework includes analyzing a research question, creating an exhaustive search strategy on a given research question and finding search terms on a certain topic.

### Topics to be discussed during the workshop

- Analyzing a research question (discussion of homework, joint exercise on teachers' examples and individual exercise on participants' question).
- Finding search terms (discussion of homework and individual exercise on participants' question).
- Creating the basic search strategy (joint exercise on teachers' examples and individual exercise on participants' question).

- Optimizing the search strategy to find more relevant terms and to find all relevant references (individual exercise on participants' question).
- Translating the searches to different databases using macros in MS Word (individual exercise on participants' question).
- Evaluation of the search strategy (joint exercise on teachers' examples and individual exercise on participants' question).

Participants can each work in their own database that they have access to. The teachers are familiar with Embase.com, Embase and Medline via Ovid, Medline via EBSCOhost or ProQuest and PubMed and will teach the translation between these databases and interfaces as well as the Cochrane Library, Web of Science, CINAHL, PsycINFO, Scopus and Google Scholar.

A few months after the in person workshop at EAHIL an online follow up workshop will be organized in which participants can share their experiences and learn more about the method.

### **Learning outcomes**

- Participants can analyze research questions to identify important elements for a search
- Participants can apply the method to find search terms relevant to a research question
- Participants can create a basic search strategy in their database of choice using the new method and can apply the optimization method to find extra relevant terms
- Participants can apply macros in MS Word to translate search strategies between databases and interfaces and understand how they can adapt the macros to suit their own databases
- Participants can evaluate the quality of their own searches and that of others.

**Activities:** lectures, discussions, comments on homework exercise by the participants, and hands-on practica.

### **Target Audience**

Information specialists tasked with searching the literature for researchers, especially those overwhelmed by the requests for help.

**Duration:** 180 min

**Level:** Intermediate

**Maximum number of participants:** 25

### **Information for participants**

Each participant is asked to bring a laptop.

## CEC 2

### Create Data Management Plans more effectively

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Keywords: **Manage**, Grow, Integrate

#### Objectives

The aim of this workshop is to present available tools for creating Data Management Plans (DMP), with strong emphasis on FAIR Wizard, demonstrate their abilities, explain their structure and reveal their advantages and limitations. We will also try to link these tools with overall data management process in research institutions.

#### Methods

During the workshop we will put together possible procedures that may help save time and try to integrate data management with already existing workflows, tools and policies. As data management should always be in line with the specific research institution, its infrastructure and human resources, we will also try to give some tips to create institution-tailored DMP templates. A practical session will allow participants to test the presented tools and find the right one for their needs. Brief presentation of the work done by participants during the workshop will help to identify common obstacles and difficulties and solve recurring problems.

#### Outcomes

After the session participants should be able to create their own DMP template using FAIR Wizard or other tool. This template should be suitable for their research institution, but they can also choose to adjust one of the already existing templates from the established databases. This may help to implement this kind of solution in participant's institutions or to translate the templates to different tools using already gained knowledge.

#### Discussion

We will also highlight and clarify the danger that stands behind the automatization of the whole process. We will try to answer questions like "where is the border of the automatization?", "to what extent DMP should be general and domain-specific?", or "can you create one universal template?".

#### Agenda

1. Introduction – Data management Plan – what is it for and what do you need it for?
2. International, institutional and domain-specific guidelines and policies
3. Data Management Plan components

4. DMP in everyday practice of data librarian/data steward
5. Practical session using FAIR Wizard tool – how to create a DMP template for your own/your institution needs
6. Various expectations and demands – discussion

### **Description**

This workshop will include as well theory and practice, interactive elements and discussion. As there are various templates required by different funders and institutions, the idea is to equip the participants with the knowledge necessary to create or adjust DMP template that will be suitable for their needs. They will learn how to do it using different tools and procedures.

### **Learning outcomes**

During this workshop participants will have the chance to learn how to use in practice various tools for Data Management Plan creation (FAIR Wizard, DMP Online, Argos). Practical session on creating DMP template will be carried out using FAIR Wizard. We will go through all the steps necessary to create this kind of template. Presentation of already existing templates as well as most common components of DMP is also planned.

### **Activities**

We will start from identifying common problems while creating DMP. Everyone will have the chance to create own DMP and DMP template using one of the available software tools – guided practical exercises are planned together with comments and tryouts. Group work on comparing policies, requirements, templates and DMP's is also anticipated. Interactive discussion will be ongoing throughout the duration of the workshop and as a closure.

### **Target Audience**

This workshop is designed for data librarians, data stewards, researchers, research data management experts, or other professionals dealing with DMP in their everyday practice, even if they are just starting their adventure with data management. It should be useful for those who lack time for consulting or creating DMP, and would like to make the whole process easier and more efficient.

**Duration:** 180 min

**Level:** Intermediate

**Maximum number of participants:** 20

### **Information for participants**

Bringing your own laptop is required.

## CEC 3

### **Navigating Wellness at Work: Using Mindfulness to Combat Burnout in Libraries**

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Keywords: **Grow**, Integrate, Explore

In today's fast-paced healthcare environment, librarians are crucial in supporting education, research, and clinical practice. Librarianship is a helping profession which makes caring one of our superpowers, yet also makes us more likely to cross our own personal boundaries in our efforts to support our users, leaving us vulnerable to burnout. Our best intentions, fears of missing out, and need to prove our worth often drive us to the limits of our abilities to sustain the levels of service we aim to provide. Fortunately, it is possible to keep your sanity and remain a shining star in the eyes of your users. This continuing education course offers practical tips to recognize signs of burnout and prepare librarians with strategies to promote overall well-being and foster mindfulness.

After first learning to identify burnout triggers, participants will explore the science of mindfulness and its potential to reduce stress and enhance resilience. This session will bust myths like the "work-life balance" and provide alternatives to the "just say no" mantra of self-preservation. We will offer practical strategies for setting boundaries, practicing self-care, and seeking out a support network to reduce the risk of librarian burnout. Through audience polling, small/large group discussions, real-world applications, and guided mindfulness exercises, attendees will learn how to integrate mindfulness practices into their daily work routines to foster a balanced, healthier approach to managing stress.

The instructors recognize that burnout and stress can impact individuals in different ways depending on their unique backgrounds, experiences, environment, and identities. The course will create an inclusive environment where participants are prompted to reflect on their own experiences and think about how they can apply the mindfulness and wellness strategies shared to their own situations.

This course is designed for health science library professionals at all career stages who want to cultivate personal wellness, navigate professional uncertainty, and lead with calm, focus, and presence in an ever-changing landscape. Finding sustainable work-life harmony is possible, and it is essential to find a customized approach that works best for your situation and specific

competing priorities. Participants will have time for self-reflection and leave with a foundational understanding of burnout and mindfulness, along with strategies to promote resiliency and overall well-being to achieve professional goals.

### **Description**

The workshop will begin with introductions and overview of burnout in academic health science libraries (15 min). This will be followed by a discussion of burnout risk factors, signs, and burnout myths (15 min). Presenters will discuss practical strategies to finding work-life harmony and share lessons learned about how to professionally say no (30 min). Participants will explore the science of mindfulness and its potential to reduce stress and enhance resilience (30 min). Presenters will guide participants through mindfulness exercises, group discussions, and real-world applications (45 min). Participants will develop a personal work wellness plan using vetted tools (30 min). The session will end with a debrief and time for participants to ask any questions (15 min). A digital collaborative document with all of the resources discussed will be provided to participants.

### **Learning outcomes**

By the end of this session, participants will be able to:

1. Define burnout and mindfulness in the context of workplace wellness.
2. Recognize the symptoms and causes of burnout specific to library settings.
3. Explain the benefits of mindfulness as a tool for stress management.
4. Demonstrate mindfulness techniques that can be applied in their daily routines.
5. Develop strategies to enhance personal well-being and resilience in the workplace.

### **Activities**

Activities that will be used throughout the workshop include:

- Audience polling
- Small group discussion
- Large group low-tech exercises
- Contribute to digital collaborative document
- Mindfulness exercises
- Individual reflection

### **Target audience**

Target audience includes health science library professionals at all career stages who want to cultivate personal wellness, navigate professional uncertainty, and lead with calm, focus, and presence in an ever-changing landscape.

**Time:** 180 min

**Level:** Beginner

**Maximum number of participants:** 40

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