

# EBP Website Meeting Minutes

11<sup>th</sup> October 2007

## **Present:**

Paula Baker  
David Marsden  
Sue Louth

## **Apologies:**

Elaine Hough  
Zoë Cohen  
Helen Liggett  
Steve Young

## GENERAL

- We now have the software but do not have full administration rights, it is still necessary to ask the company to change any titles.
- Within the original contract there was one day of editing, we are therefore waiting until we have collated all the changes that need to be made before we contact the company. If the changes take more than one day the company will have to invoice us accordingly.

## LINKS

- The structure of links needs to be discussed. What should the website be primarily linking to? Links also need to be kept up to date and will therefore require ongoing attention.
- Should links to Clinical Decisions take precedence over databases, should there be a hierarchy?
- If links are structured by profession then only members of certain professions will have access to the links. Athens accounts are not comprehensive across Trusts.

## WORKLOAD

- The work of maintaining the website and of getting it finalised needs to be shared among the EBP Steering Group, even if the members are not attending the meetings. The Steering Group should be contacted and a meeting held to discuss this. It is likely that there are members of staff who would like to get involved in the website in order to develop their careers, but would not be able to commit to attending the meetings.

## STRUCTURE

- This needs to be discussed at the Steering Group meeting. It is not currently ideal but it might be best to stick with what we have. All members of the Steering Group should ask their staff to go on the website and give feedback on its usefulness.
- Sue to put together a short questionnaire to gain feedback. Questionnaire to include questions on:
  - Usefulness
  - Ease of Navigation
  - Uniqueness
  - Will you use it again?
  - Additional comments
  - Do you have any tools which may be useful to add to the site?

## HOSTING

- Website is currently being hosted by Seven Communications but only until June 2008. After this we will need to assess whether it is financially feasible to extend the contract or to look for an alternative host.
- Sue to cost up the options

## ebpnet.co.uk

Section of Website	Comments	Action
<b>About this Site</b>	<p>Ajanthah has edited this page but there is a problem with saving the changes.</p> <p>New front page changes agreed. Disclaimer to be added.</p> <p>Google search tool working correctly, defaults to search EBP website.</p>	<p><u>Sue</u> to talk to company regarding solving this.</p> <p><u>Sue</u> to make changes</p>
<b>What is EBP?</b>	<p>Definitions have been changed. The link to Sackett works but the second link goes to a BMC general page.</p> <p>The page does look better and clearer.</p> <p>The Research and Ethics document has been moved.</p>	<p><u>Sue</u> to update second quotation link</p> <p><u>Paula</u> will continue to look into getting links set up for each of the steps</p>
<b>What is Research?</b>	<p>The definition of Audit has been changed. The source of this link is Salford PCT and it is valid to include.</p>	<p><u>Sue</u> to check spellings</p> <p><u>Steve</u> was going to add some links to the step-by-step process. He need to liaise with Paula regarding this.</p>
<b>News</b>	<p>As agreed previously this section is to be hidden.</p>	<p><u>Sue</u> to ask company to remove this section.</p>

<b>Contact Us</b>	<p>An email account has been set up as ‘<b>ebp@ebpnet.co.uk</b>’. Anyone with a username and password can email this address.</p> <p>This account is receiving a lot of junk email.</p>	<p><u>Sue</u> to liaise with company about getting a filter put on the account.</p>
<b>Learning</b>		
<b>Academic</b>	<p>Current links need to be removed but only when there is something with which to replace them.</p> <p>Sue has asked universities if they would like to add links to their websites here</p>	<p><u>Sue</u> to upload the links of universities which have replied.</p>
<b>Non Academic</b>	<p>Some explanation of what the links are about and all the links are now accurate.</p> <p>Many of these links would fit into the process steps or ‘Resources’.</p>	<p>The link to Journals needs simplifying to link just to the website.</p>
<b>Local Trusts</b>	<p>Funding contacts will need to be kept up to date. The Steering Group needs to commit to reviewing this possibly every six months.</p>	
<b>Resources</b>	<p>There is some overlap between this and the step-by-step. Where should the information which David has collated be put?</p> <p>Many of the links require log-ins.</p>	

<b>Support</b>	<p>Links to professional bodies should be in this section but general sites should be somewhere else.</p> <p>Frequently Asked Questions will be developed as questions are asked.</p>	<p><u>Sue</u> to add a note to this section to explain that this will be developed. Include a link to the 'Contact Us' section.</p>
<b>Message Board</b>		<p>This section will be removed.</p>
<b>1:1 Support</b>		<p>This title to be changed to 'R&amp;D Mentorship Scheme'</p>
<b>Professional Bodies</b>	<p>All AHP links are accurate</p>	<p><u>Helen Liggett</u> to check that the HCS links are accurate.</p>
<b>Funding</b>	<p>There is a lot of duplication in this section so it needs updating</p>	<p>Sue to meet with Maria Thornton to discuss funding options available.</p>
<b>Local funding</b>	<p>Link here to SHA website is irrelevant.</p>	
<b>Jill Simpson Bursaries</b>	<p>There should be links to CPD and R&amp;D contacts here.</p>	<p>Sue to find out what is available through this avenue in her meeting with Maria Thornton.</p>
<b>Other funding</b>	<p>The link here is irrelevant.</p>	
<b>Funding opportunities for AHPs</b>		
<b>Share your success</b>	<p>The wording on this page has been changed. The link is working.</p>	

<b>Management</b>	Title of this section to be changed to 'Evidence Based Practice Steering Group'. It should have the following sections: <ul style="list-style-type: none"> <li>• Membership</li> <li>• Minutes</li> <li>• Terms of Reference</li> </ul>	This section is undergoing significant changes.  <u>Sue</u> to liaise with company
<b>Trusts in the North West</b>	The link to the NHS Choices website is irrelevant.	
<b>Network membership</b>		The lay out of the contacts needs altering to remove the gaps.
<b>Main distribution for R&amp;D network</b>		
<b>Network steering group</b>		
<b>Minutes, meetings &amp; agendas</b>	Put in PDF format	
<b>Policies</b>	Changed to Terms of Reference	
<b>Benchmarking project</b>	The name of this section should be changed to reflect the fact that there is a tool here.  In the long term the tool will be placed here as well as a link to the Benchmarking website and an explanation.  The three current documents should be removed.	<u>Paula</u> to liaise with benchmarking team at UCLAN

### **Date, time & venue of next meeting**

Steering Group meeting to be arranged for the end of November, issues on agenda:

- Structure of website
- Structure of links
- Costings of hosting
- Sharing out the workload