

**EBP Website meeting – 27<sup>th</sup> June**  
**Minutes for the meeting regarding the EBP website**

Present:

Steve Young

Paula Baker

David Marsden

Sue Louth

Apologies:

Elaine Hough

Zoe Cohen

Helen Liggett

Discussion of the overview & philosophy of website

- The group thought that it was best that there were no documents on the website that were based on individual opinions.
- It was thought that the main aim of the website should be to signpost people to identified sources i.e. Professional bodies etc.
- It was decided that the site should be useful for both people who were new to evidence based practice and those more experienced researchers.
- There is a need to begin to increase awareness of the website amongst HEIs and the EBP community during this initial stage of updating the website.
- A general need to raise publicity for the website was discussed and how this could be done.
- It was decided that the IT department should be consulted for some general advice about what was allowed to go on a website.
- The group decided that it would be best to take off pages that needed more work and put these back when the work to update them had been completed.
- Look at the websites of professional bodies; see what they say about evidence based practice, research and the content of their frequently asked questions page.

**Specific discussion about the content of the EBP website**  
**ebpnet.co.uk**

<b>Section of Website</b>	<b>Comments</b>	<b>Action</b>
<b>About this site</b>	<ul style="list-style-type: none"> <li>• Welcome to the EBPnet- does this statement need to change to meet the more North West objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Have more of an introduction to the website on this page, regarding the objectives of the site, what the site has to offer etc.</li> <li>• Mention the links that are available on the website &amp; say the links should be useful for both new &amp; experienced researchers.</li> <li>• Ajanthah to check whether there are any issues about using the 'Google' icon to this page.</li> </ul>
<b>What is EBP?</b>	<ul style="list-style-type: none"> <li>• Does the process information need changing?</li> <li>• Change the reference?</li> <li>• Do any of the downloadable documents need changing?</li> <li>• Description of the process is unclear – is it about teaching or professional development?</li> <li>• Needs standardised font – consistency of writing style.</li> <li>• Want to say evidence-based practice or evidence based practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Change the current definition of EBP; perhaps have a few different definitions?</li> <li>• Have a standardised format of font and writing style, should we have evidence-based practice or evidence based practice? The group decided that it did not matter – so long as it was consistent, throughout the website.</li> <li>• Remove all of the Word documents except the Research into ethics and</li> </ul>

	<ul style="list-style-type: none"> <li>• EB on policy documents &amp; EB of clients are the same document.</li> </ul>	<p>governance one – this can be moved to the <b>‘What is research page’</b></p> <ul style="list-style-type: none"> <li>• Leave in the references link to i.e. the paper giving definition of EBP.</li> <li>• Is the site about teaching? – discussed as it is mentioned on this page.</li> <li>• Group discussed each of the five steps being links that could then give more information about the listed topic.</li> <li>• Paula to try &amp; find information that all five steps could link to.</li> </ul>
<p><b>What is research?</b></p>	<ul style="list-style-type: none"> <li>• Does this need updating?</li> <li>• Definitions out of context with clinical audit in healthcare.</li> <li>• Description of ‘how to’ is not very helpful for a novice.</li> <li>• Is the process sequential?</li> <li>• No references</li> <li>• Should compare audit &amp; research in this section? – this is found on the ‘resources’ section within the learning part.</li> </ul>	<ul style="list-style-type: none"> <li>• Move the research ethics document from ‘what is EBP to the ‘what is research’ page – perhaps shorten the document.</li> <li>• Take out the references to audit – mention how research links to EBP.</li> <li>• Need to have more of an introduction to what research is – perhaps have a few definitions?</li> <li>• Briefly mention quantitative &amp; qualitative research?</li> </ul>

		<ul style="list-style-type: none"> <li>• Sue Louth to contact Linda Dack for some ideas/input.</li> <li>• Change the flow diagram – have each process as a link? – Steve Young to try &amp; find links to articles websites for research to put into flow diagram.</li> <li>• Have ‘What is EBP’ &amp; ‘what is research’ on the same page or keep them on different pages? Can decide this later.</li> </ul>
<b>News</b>	<ul style="list-style-type: none"> <li>• What should this feature contain?</li> <li>• How often should the bulletins be?</li> <li>• Who should be responsible for deciding on the content of this?</li> </ul>	<ul style="list-style-type: none"> <li>• It was thought that it would be better to delete this feature; it could be developed later and added to the website.</li> </ul>
<b>Contact us</b>	<ul style="list-style-type: none"> <li>• How should this be administered?</li> <li>• Person responsible for maintaining/updating the website (me at the moment) should check the e-mails then filter those that need referring to the website review team?</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided that this feature should be kept using the e-mail address that is there and that only people with the username &amp; password for the e-mail account can access it.</li> <li>• Ajanthah to find out information regarding the set up &amp; administration of the e-mail address.</li> </ul>

<b>Learning</b>	<ul style="list-style-type: none"> <li>• No explanation of what is in each 'drop down' section.</li> <li>• i.e. when the heading is touched with the mouse the list of things it contains could be shown.</li> </ul>	<ul style="list-style-type: none"> <li>• Perhaps change the learning heading to 'education'.</li> </ul>
<b>Academic</b>	<ul style="list-style-type: none"> <li>• Research &amp; EBP modules made available via the SLA – need any updating?</li> <li>• Multi professional training calendar – link does not work</li> </ul>	<ul style="list-style-type: none"> <li>• Have a small description and take off both word documents.</li> <li>• Have links to the HEIs funding and links to other academic stuff on this page – ask HEIs what they want the links to link to – Sue Louth.</li> <li>• Have a list of what you can get funding for – not just modules, but whole courses.</li> </ul>
<b>Non Academic</b>	<ul style="list-style-type: none"> <li>• All links working need to remove any or add any?</li> <li>• LLL information useful, but project there is missing information.</li> </ul>	<ul style="list-style-type: none"> <li>• The link to the Life long Learning Project needs to have a brief introduction to it. Note on it that the project has now finished.</li> </ul>
<b>Local Trusts</b>	<ul style="list-style-type: none"> <li>• Lists of E&amp;T leads across three sectors – Does this need updating?</li> </ul>	<ul style="list-style-type: none"> <li>• Need to change the information that is present. Sue Louth to talk to Gaye Jackson about what the best way is to represent the information for the education &amp; training leads across the 3 sectors. Also might</li> </ul>

		be a good idea to talk to Lynne/Hazar.
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Do any of the lists need updating/removing</li> <li>• Table of journals</li> </ul>	<ul style="list-style-type: none"> <li>• All of the links do work – the group discussed whether there are any copyright issues regarding the leaflets.</li> <li>• Should leave the presentations on the site – but make sure that the date and the source are clear.</li> <li>• Journal table needs to be re organised. Don't think we need all that information there. Just the journal name and web address might be enough. Don't leave in the synopsis of each journal.</li> <li>• Add a link to Athens – as not everybody will be able to access all of the journals from their institutions.</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Frequently asked questions</li> <li>• Should we keep this feature?</li> <li>• If so, what should feature on it?</li> </ul>	<ul style="list-style-type: none"> <li>• Keep frequently asked questions. The group could not decide whether to populate this section with some general questions at the beginning and then put some questions from users on to it or just put a note on it asking users to send in some questions.</li> </ul>

		<ul style="list-style-type: none"> <li>• Sue Louth to look at other websites and look at what they do for their FAQ page.</li> </ul>
<b>Message Board</b>	<ul style="list-style-type: none"> <li>• Should we keep this &amp; how should it be developed?</li> <li>• If it should be developed, then who should have control over it?</li> </ul>	<ul style="list-style-type: none"> <li>• The group decided that this was a feature that should not be kept.</li> </ul>
<b>1:1 Support</b>	<ul style="list-style-type: none"> <li>• Should we keep this &amp; how should it be developed?</li> <li>• If it should be developed, then who should have control over it?</li> </ul>	<ul style="list-style-type: none"> <li>• Group decide that this feature would be hard to maintain.</li> <li>• Put a link on this page to the mentorship scheme.</li> <li>• Encourage people to contact us – with any requests for support that they might have.</li> </ul>
<b>Professional Bodies</b>	<ul style="list-style-type: none"> <li>• Checked the links some are not working.</li> <li>• Will remove the ones not working</li> <li>• Anymore to be added?</li> </ul>	<ul style="list-style-type: none"> <li>• Ajanthah to remove the links that do not work at the moment.</li> <li>• Sue Louth &amp; Helen Liggett to check the links for AHPs &amp; HCSs that are currently advertised on the website.</li> </ul>

<b>Funding</b>		
<b>Local funding</b>	<ul style="list-style-type: none"> <li>• NHS North West link needs to be updated.</li> </ul>	<ul style="list-style-type: none"> <li>• Link to NHS North West needs up dating.</li> </ul>
	<ul style="list-style-type: none"> <li>• Link to Health R&amp;D research funding bulletins, is this up to date?</li> </ul>	<ul style="list-style-type: none"> <li>• Sue Louth to talk to Maria Thornton to see whether there are any other links/information about research that could be put on the site.</li> </ul>
<b>Jill Simpson bursaries</b>	<ul style="list-style-type: none"> <li>• Should we keep the information that is present regarding the students?</li> <li>• For example, mid term reviews, list of 2005 applicants.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a brief description about what these bursaries are about – and when the duration of funding was.</li> <li>• The group thought that it would be best if the information about the mid review for the bursaries was taken off.</li> <li>• This could be replaced with some quotes from the people who had received bursaries and they could be asked if it was alright with them if we left their name &amp; position by the quote.</li> </ul>
<b>Other funding</b>		

<p><b>Funding opportunities for AHPs (need to check if these links work &amp; whether any need to be added/removed)</b></p>		<ul style="list-style-type: none"> <li>• The links are embedded within a word document – take them out of the word document, put them on the web page and check that all of the links are working.</li> </ul>
<p><b>Share your success</b></p>	<ul style="list-style-type: none"> <li>• Do we need to keep this (also the drop us a line link doesn't work).</li> <li>• If we are going to keep it who/how should it be administered?</li> </ul>	<ul style="list-style-type: none"> <li>• Could change the title of this to 'share your funding success'</li> <li>• Put a brief description specifying what sort of stories we want to hear &amp; encourage people to send an e-mail in.</li> </ul>
<p><b>Management</b></p>		
<p><b>Trusts in the North West</b></p>	<ul style="list-style-type: none"> <li>• Do any of these links need updating? – The trusts page for NHS North West does.</li> <li>• Should it be the same link for the first five topics?</li> </ul>	<ul style="list-style-type: none"> <li>• Update these first five links – making sure that they are not on the intranet.</li> <li>• Update the trusts in the North West page.</li> </ul>
<p><b>Network membership</b></p>		

<b>Main distribution for R&amp;D network</b>	<ul style="list-style-type: none"> <li>• List needs updating</li> </ul>	<ul style="list-style-type: none"> <li>• Take the word document off – and delete this page.</li> </ul>
<b>Network steering group</b>	<ul style="list-style-type: none"> <li>• Has been updated – are members of the group happy to have their e-mails listed.</li> <li>• Add a brief description of the aims of this group and what it does?</li> </ul>	<ul style="list-style-type: none"> <li>• Take off the e-mail addresses. Leave the names on and the organisations Have a brief description of the EBP group – what it has achieved and a list of names.</li> <li>• Ask the people who are members of the group whether they mind being used as a contact for people who might want to get in touch with someone in their field – Sue Louth.</li> </ul>
<b>Minutes, meetings &amp; agendas</b>	<ul style="list-style-type: none"> <li>• Cannot change the minutes and save a changed copy to the server.</li> <li>• Have the minutes as a PDF anyway less of a security risk?</li> </ul>	<ul style="list-style-type: none"> <li>• Take off the minutes – delete this page.</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Do these terms of reference need changing?</li> <li>• Development of a strategy &amp; draft action plan documents are not downloadable</li> </ul>	<ul style="list-style-type: none"> <li>• Move the mission statement presentation onto the resources page.</li> <li>• Sue Louth to look at the terms of reference and bring this up as something that needs to be discussed in the next EBP meeting.</li> </ul>

<b>Benchmarking project</b>	<ul style="list-style-type: none"> <li>• Is the proposal necessary, or just a project summary?</li> <li>• Should the final report be added, any ongoing action?</li> </ul>	<ul style="list-style-type: none"> <li>• Put a link in to the final benchmarking report and a link to the benchmarking website when the website has been set up. Paula Baker to ask the benchmarking group at UCLAN what their opinions are regarding what the content should be on the benchmarking page.</li> </ul>
	<ul style="list-style-type: none"> <li>• Benchmarking matrix – EBP steering group</li> </ul>	
	<ul style="list-style-type: none"> <li>• GMSHA bid</li> </ul>	

**General actions:**

- Implement a feedback system – so that the number of times that the website is accessed can be monitored.
- David Marsden to research definitions of EBP, research and look at other websites.
- Ajanthah to go through and implement the general technical changes to the site that were discussed, such as removing & reorganising pages as well as removing and reorganising some documents.
- Sue & Ajanthah to work on the implementation of the reorganisation of information on pages that were discussed.
- Members of the group that were going to do research on the information that was on the site to e-mail results of their findings to the rest of the group so everyone could have a look before it was put on the web site.

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

Wednesday 12<sup>th</sup> September, 9am – 11am, VC Suite.