Systematic reviews: service agreement
Between: UniSA Library and Division of Health Sciences

This document details the services available to students and researchers in support of the range of systematic reviews, including Scoping Reviews, Rapid Reviews and traditional Systematic Reviews.

Student assistance, and researcher assistance for non-Grant-Funded requests
The Librarian will assist with, but does not perform, the literature search. Ad hoc 1-hour appointments on the following topics are offered, subject to Librarian availability:

- Consultation to review the systematic review process
- Development / refinement of a clinical question
- Discuss PICO breakdown and search term selection
- Recommend databases to include in the search
- Review search strategies
- Provide instruction on advanced database searching techniques
- Provide instruction on the use of reference management software (Endnote, Covidence) for organizing retrieved references
- Provide instruction on grey literature searching techniques
- Recommend grey literature sources to include in the search
- Recommend Critical Appraisal Tools to apply for screening
- Provide guidance in relation to documenting processes in the final review and protocol
- Recommend submission of the protocol to Prospero, if appropriate
- Recommend sources for publication

Prior to the appointment, the patron should:

- Supply the Clinical question and Protocol document, including PICO / PCC breakdown, inclusion/exclusion criteria and keywords; and either:
  - Attend the Library’s Systematic Review suite of EDGE workshops (or similar external activity), or
  - Work through either the Library’s Systematic or Scoping review guide

If this work is published, the Librarian should be acknowledged or considered as an author, per the Australian Code for the Responsible Conduct of Research: Authorship (2019, p.1)
Grant-Funded requests mandating librarian contributor (aka “Mediated Search”)
Includes the above services, plus expert searching undertaken by our Academic Librarians. Due to the volume of time required to complete this work (~10-20 hours), two weeks’ notice are required. There is no charge for this service.

Prior to the consultation, the Researcher should:
• Supply the grant information document
• Detail the clinical question, PICO / PCC breakdown, inclusion/exclusion criteria
• Prepare a list of keywords
  It is estimated that this preparation work will take ~4 hours

The Librarian will:
• Conduct preliminary appointment with researchers and funder to discuss scope:
• Discuss PICO breakdown and initial search term selection
• Recommend and negotiate databases to include in the search, should the grant be successful
• Informs about grey literature options (searching to be done by review team, not by librarian)
• Perform preliminary Medline (or nominated alternative database) search for researchers to present with application
• Test search sensitivity against a ‘test set’ supplied by researchers

If the application is successful, the librarians will, with guidance from review team:
• Negotiate timelines (as a guide at least one week’s notice is required)
• Revise search strategy to meet reviewer and funder comments/requirements
• Provide commentary and seek clarification on keywords and subject headings
• Seeks peer review of search strategy from librarian team
• Remap the search across the selected databases
• Export database search results to individual groups in an Endnote library
• Create and send a ‘remapping’ document, detailing subject heading selections for all databases
• Create and send a ‘search history’ document, featuring database search screenshots as run
• Informs team about resources used, number of search results, and any additional information
• Assists with writing methodology section if requested
• Accepts or decline offer of authorship, if deemed appropriate by research team and journal guidelines

Notes
• Protocol changes after the start of literature searching may require additional time.
• Article screening and full text retrieval is not included.
• Where there is a significant time delay between searching and manuscript submission, further support to update the search can be negotiated.

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Approved: Division of Health Sciences Research Management Committee (DRMC), Dec, 2019.