

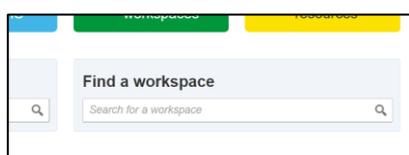
Evidence Repository Guide

Objective:

This is a trial workspace for sharing grey literature, particularly evidence reviews and evaluation reports that are not shared elsewhere. These are produced in many parts of our NHS system, often in duplication. The purpose of this Evidence Repository is for these documents to be uploaded to be shared with others. The [West of England AHSN](#) is coordinating this initiative for its regional NHS member organisations, starting with a trial in Spring 2020. It is open to giving access more widely in the interest of reducing system-wide duplication. There will be a review in Winter 2020.

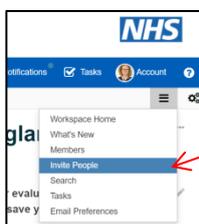
Access the Repository:

- 1) Login to Future NHS Collaboration Platform <https://future.nhs.uk/>. Search for the workspace “Evidence Repository West of England AHSN”, it should appear on the 2nd page of results.



OR

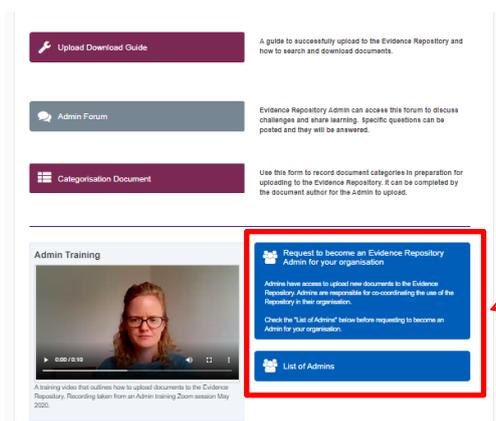
- 2) Receive an email invitation from an existing Evidence Repository Admin. Admin can request to invite new members to the workspace here.



Membership:

Members of the Evidence Repository can search and download documents from the repository.

Members can request to have Admin rights. Admins have access to upload new documents to the Evidence Repository and are responsible for coordinating the use of the Repository in their organisation. Admin rights can be requested through the Evidence Repository workspace and a list of current Admins can be viewed.



Assurance Rating and Cover Sheet:

Documents uploaded to the Repository must have a Cover Sheet attached. This is downloadable from the Evidence Repository workspace. Documents without a Cover Sheet will be removed. The Cover Sheet prompts the reader to consider the two following points:

- Many of these reports have been compiled in response to a specific question within a given context. Results may not be generalisable or replicable.
- Reports will range in detail; some are based on rapid and pragmatic evidence reviews or evaluations, with some evidence being overlooked or more recent evidence not captured, through to systematic reviews providing the best evidence to date.

Authors must use their judgement to advise the reader of the validity, reliability and/or robustness of their report by choosing an assurance rating which is clearly visible on the cover sheet and in the Repository database:

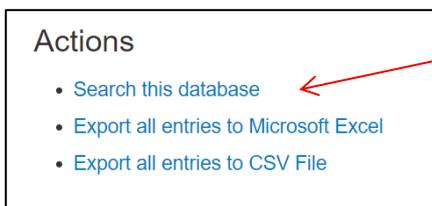
*This report can be used for context and background information

**This report can help inform decision making, when considered with other information

***This report is the best available evidence to date

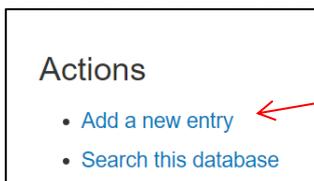
Searching the database:

Scroll to the bottom of the Evidence Repository and “Search this database”. Complete the online form.



Adding a document to the database (Available to Admin only):

Scroll to the bottom of the Evidence Repository and “add a new entry”.



Complete the online form by completing at least the mandatory fields (marked with an asterisk) providing information on the author, uploading the document (with integrated Cover Sheet) and tagging the document with appropriate categories. The information needed to upload a document can be captured in the Categorisation Excel Document available on the workspace; this gives the option for the author to fill in the Categorisation Excel Document and the Admin to complete the upload.

Further details or queries: Contact Jo.Bangoura@weahsn.net