EBSCO STACKS DATABASE RESEARCH

HOW TO EFFECTIVELY AND EFFICIENTLY SEARCH A LITERATURE DATABASE

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1. OVERVIEW

A research database allows you search across millions of books, journals, articles, and across thousands of academic journals. These documents can be used to enhance knowledge and support a variety of topics.

Databases provide access to high quality, up-to-date information from respected publishers and publications. They provide enhanced search capabilities and access in many instances to full-text articles.

TeleTracking's database vendor is EBSCO, widely known for such purposes in the academic, healthcare and business world.

These databases are stored in a website from EBSCO, referenced as Stacks University. This is an internal website and can be accessed by going to the link below. This website does not require a login to access.

https://telereference.stacksdiscovery.com/

Access to the literature databases which are linked in the website are restricted. A User ID and Password can be provided by contacting Joey Tiley, Business Systems Analyst in the Business Applications team by emailing requesting login permission. joey-tiley@teletracking.com

*** Please Note: Resources (full text articles in print form or linked) accessed from our database are to be used internally and cannot be shared with anyone outside the organization due to database rights. Reference source information can be shared with clients so that they may access full articles and resources from their library and database sources. For Example:

(Example: Kreindler, S. A. (2017). The three paradoxes of patient flow: an explanatory case study. BMC Health Services Research, 17(1). doi: 10.1186/s12913-017-2416-8) can be provided externally (to clients)

2. DATABASES

Three databases comprise the literature search and reference library provided by our vendor EBSCO and utilized by TeleTracking team members by launching the Stacks website:

- CINAHL Complete

CINAHL Complete is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 1,300 journals indexed in CINAHL. This authoritative file contains full text for many of the most used journals in the CINAHL index, with no embargo. CINAHL Complete is the definitive research tool for all areas of nursing & allied health literature.

- Health Business Elite

Health Business Elite provides comprehensive journal content detailing all aspects of health care administration and other non-clinical aspects of health care institution management. Topics covered include hospital management, hospital administration, marketing, human resources, computer technology, facilities management and insurance. Health Business Elite contains full text content for more than 570 journals such as H&HN: Hospitals & Health Networks, Harvard Business Review (available back to 1922), Health Facilities Management, Health Management Technology, Healthcare Financial Management, Marketing Health Services, Modern Healthcare, and many more.

- MEDLINE Complete

MEDLINE Complete provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. MEDLINE Complete uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 5,400 current biomedical journals. MEDLINE Complete is also the world's most comprehensive source of full text for medical journals, providing full text for over 1,800 journals indexed in MEDLINE. Of those, more than 1,700 have cover-to-cover indexing in MEDLINE, and of those, over 900 are not found with full text in any version of Academic Search, Health Source or Biomedical Reference Collection. This wide-ranging file contains full text for many of the most used journals in the MEDLINE index - with no embargo. With coverage dating back to 1857 and full text back to 1865, MEDLINE Complete is the definitive research tool for medical literature.

3. SEARCH GUIDELINES

Starting Your Search

Begin with a general search. You are much better off with a general search and refining your search from there. For example, if you are searching various aspects of the subject "Patient Flow," start with a general search on the term Patient Flow.

There are multiple ways to search once you've accessed the Stacks website, however, each operate in the same manner and access the same or (if specified) individual databases.

1   Search Bar

You will notice a large search bar at the top of the page to find books, articles, and more. Begin by typing a general search in the bar and click Search.
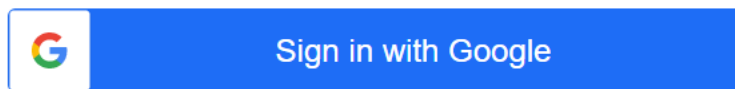

Once you have clicked on Search, you will be prompted to begin a new session and login. Click on "login again."

You will be redirected to a login page from EBSCO Support:

Sign In

Sign in with Google

Or

User ID

TeleTracking

Password

••••••••••••

Forgot your My EBSCOhost password?

Sign In

Enter the User ID and Password you were provided.

You will then be prompted to Select a Resource. Select the EBSCOhost Research Databases.

Select Resource

TELETRACKING TECHNOLOGIES

EBSCOhost Research Databases

You are then asked to chose which database you want to perform your search. To search within a single database, check the box next to the database name. To select more than one database to search from, check the boxes next to each. You can also choose to search all 3 databases at once by checking the Select All checkbox. Click Continue.

EBSCOhost

Choose Databases | **Select another EBSCO service**
To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue

☑ Select / deselect all Note: Selecting all databases for search may result in slow response time.

☑ **CINAHL Complete**

CINAHL®Complete is the world's most comprehensive source of full-text for nursing & allied health journals, providing full text for more tha This authoritative file contains full text for many of the most used journals in the *CINAHL* index, with no embargo. *CINAHL®Complete* is the nursing & allied health literature.

▤ Title List ▤ More Information

☑ **Health Business Elite**

Once you have selected which database(s) you want to search from, you must again type what you are searching for. You can perform a Basic Search (see search options) which will perform a general search on your topic.

EBSCOhost

Searching: **CINAHL Complete,** Show all │ Choose Databases

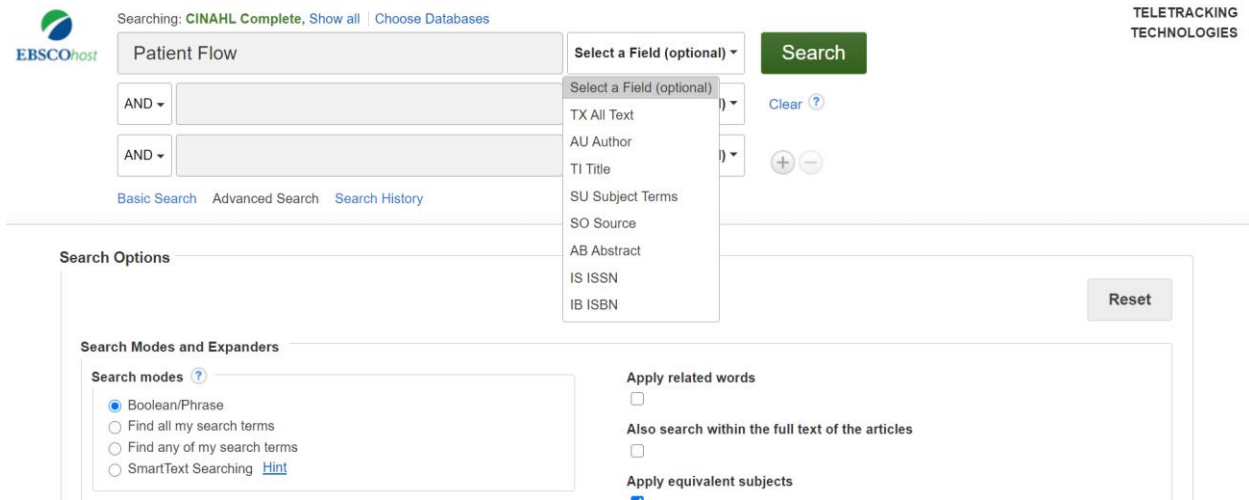| Patient Flow | ☒ | **Search** | ⑦ |

Search Options ▸ <mark>Basic Search</mark> Advanced Search Search History

Or you can perform an Advanced Search, which will allow you to perform more sophisticated searches by combining various terms you have identified in your search. Specific fields such as author, title, subject, or different combinations of search criteria, etc.

2 Direct Database Access

Scrolling down the page you will notice a section with 4 different options. The first three options will redirect you to one of the databases (CINAHL, Health Business Elite, Medline). The last option will redirect you to search through all three databases, much like the Search Bar as shown is section 1 above. Accessing each of the databases will require the same login procedure, also shown above in section 1.

If you select the CINAHL database, your search will only be performed in that database and provide literature on information stored in that database ONLY.

CINAHL

CINAHL® Complete also provides indexing for more than 5,400 journals from the fields of nursing and allied health. The database contains more than 4.1 million records dating back to 1937. Offering complete coverage of English-language nursing journals and... read more

Health Business Elite

Health Business Elite provides comprehensive journal content detailing all aspects of health care administration and other non-clinical aspects of health care institution management. Topics covered include hospital management, hospital administration,... read more

Medline

MEDLINE Complete provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. MEDLINE Complete uses MeSH (Medical Subject Headings) indexing with tree, tree... read more

Comprehensive Search (3 databases)

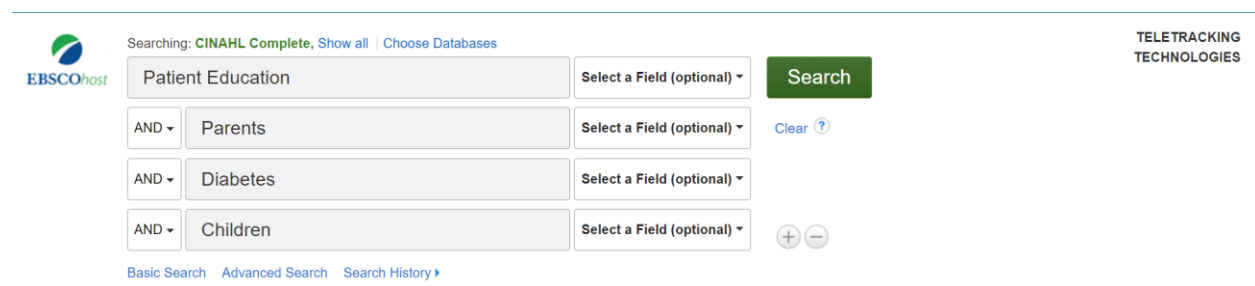A direct link to all three databases (CINAHL, Health Business Elite, and Medline).

4. ADVANCED SEARCH

BOOLEAN OPERATORS: 'AND', 'OR', 'NOT' in Advanced Search

When you want to combine search terms you will need to use Boolean operators. You can click the drop down to select from "AND," "OR," and "NOT."

So, for example, if you search for:

"patient education" AND parents AND diabetes AND children

You will be shown articles that use all of those keywords, and your search results should be pretty relevant to those topics.

If, by contrast, you searched for:

"patient education" AND diabetes OR "type 2" NOT children NOT parents

You would only see articles that include the words "diabetes", "patient education", and "type 2" but which exclude the words "children" or "parents" -- that would show you articles relevant to a topic like "educating adult or adolescent diabetes patients".

You can add as many keywords to your search as you want by clicking the + sign next to Select a Field. You can also remove these by clicking the – sign.

4.1.   LIMITING YOUR SEARCH RESULTS

Limiting your search results will allow you to narrow the search by full text, references available, peer reviewed, date range, etc.

Find the "Limit To" section on the left side of your screen. For example, if you wanted to ensure you were seeing scholarly, peer-reviewed articles from the last five years, you need to select Peer Reviewed and set the Publication Date accordingly:

5. ACCESSING THE WEBSITE AND DATABASES

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6. CITING RESOURCES FOR CLIENTS

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Reference source information should be formatted per the Example below for any internal or external documents or publications, and for sharing with clients.

> Example: Kreindler, S. A. (2017). The three paradoxes of patient flow: an explanatory case study. BMC Health Services Research, 17(1). doi: 10.1186/s12913-017-2416-8.

Reference source information in the format above can be provided externally (to clients) so that they may access full articles and resources from their hospital library and database sources.