A Guide to the NCNM ONLINE RESEARCH DATABASE

Guidance on how to use this research resource

SEPTEMBER 2009

National Council for the **Professional Development** *of* **Nursing** *and* **Midwifery**

An Chomhairle Náisiúnta d'Fhorbairt Ghairmiúil an Altranais agus an Chnáimhseachais

Mission Statement of the National Council

The Council exists to promote and develop the professional role of nurses and midwives in order to ensure the delivery of quality nursing and midwifery care to patients/clients in a changing healthcare environment.

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Preface

This guide has been prepared to help you use the resource of the NCNM Online Research Database. Specifically it offers guidance on how to prepare for and make a submission of a research abstract to the Online Research Database.

The database consists of a number of areas

- Search
- Add abstract
- Amend Abstract
- How this database works
- Contact us

This document aims to explain each of these sections. This information is available on-line in the database in a PDF and in video display format.

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Background

Background to the development of this database.

The National Council for the Professional Development of Nursing and Midwifery was established in 1999 under Statutory Instrument 376/99. The mission of the National Council is to promote and develop the professional role of nurses and midwives in order to ensure the delivery of quality nursing and midwifery care to patients/clients in a changing healthcare environment. In order to fulfill this mission, the National Council provides national leadership primarily in the development of a clinical career pathway.

In addition the National Council is charged with promoting the utilization of research in the professions of nursing and midwifery. The purpose of the database is to facilitate dissemination of completed Irish nursing and midwifery research, that is research that has been wholly or in part, conducted in the Republic of Ireland. Populating the database with such research will provide a valuable resource to both novice and experienced researchers, and for all nurses and midwives working in clinical practice, education and management. In addition it will increase the visibility of research activity in Irish nursing and midwifery. The database can be used by anyone to search for Irish nursing or midwifery research. This database fulfills recommendation 3 of the Research Strategy for Nursing and Midwifery in Ireland.

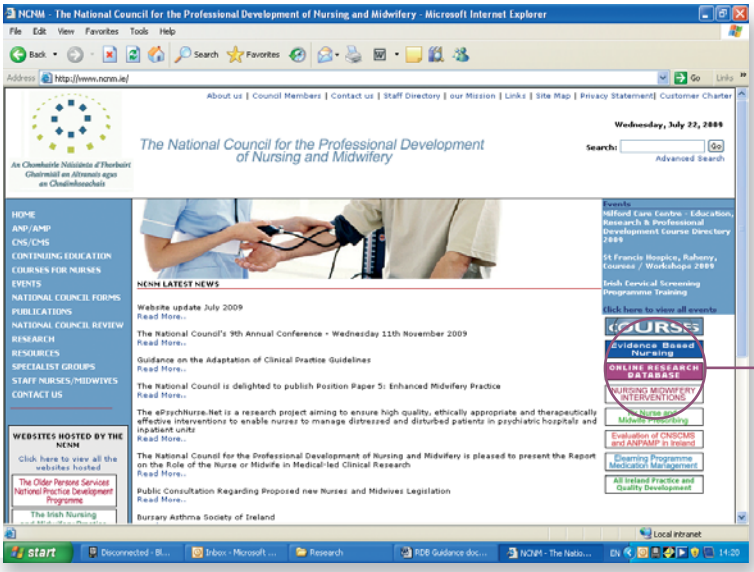
The first section of this guide is about finding and using the database to search for research. The second section is about how to make submissions to the database. The third section contains other useful information on using the database.

Finding and Searching the Database

Please note you do not have to be a registered user to undertake these tasks.

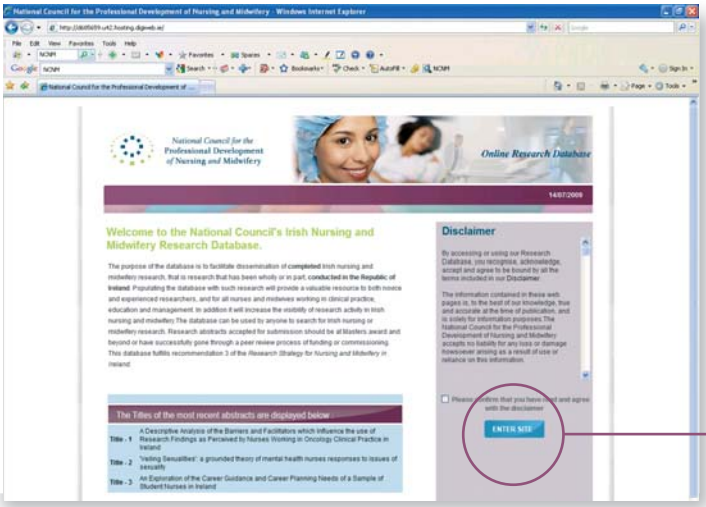
How to access the Database

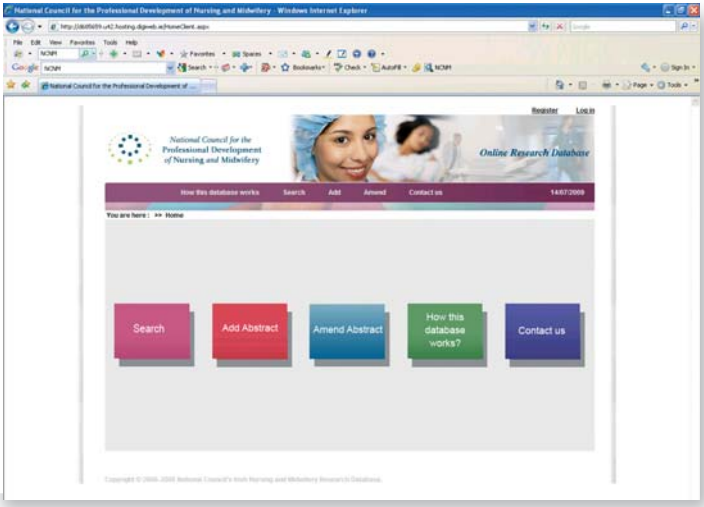
You can access the database via the NCNM website www.ncnm.ie and click on the link for the Research Database.



This brings you to the 'landing page' of the database. Here you will find the titles of recently submitted abstracts.

To enter the database you must first read and accept the Disclaimer by ticking the box and clicking the ENTER SITE button.





Once you have entered the site you have the following options

- Search
- Add Abstract
- Amend Abstract
- How this Database works?
- Contact us

Search the Database

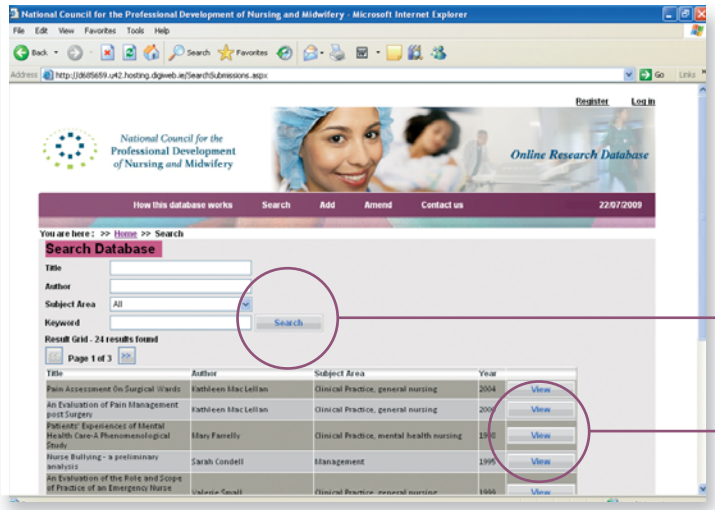
You may wish to search the database for available abstracts. Once you have selected this page you can enter a search criteria and a list of matches will be displayed.

The Search criteria are as follows:

- Title (of abstract)
- Author
- Subject Area - All (default setting)
  - Clinical Practice, general nursing
  - Clinical Practice, intellectual/learning disability nursing
  - Clinical Practice, mental health nursing
  - Clinical Practice, midwifery
  - Clinical Practice, public health nursing
  - Clinical Practice, sick children's nursing
  - Education
  - Management
- Keywords (keywords entered by the author as relevant to abstract)

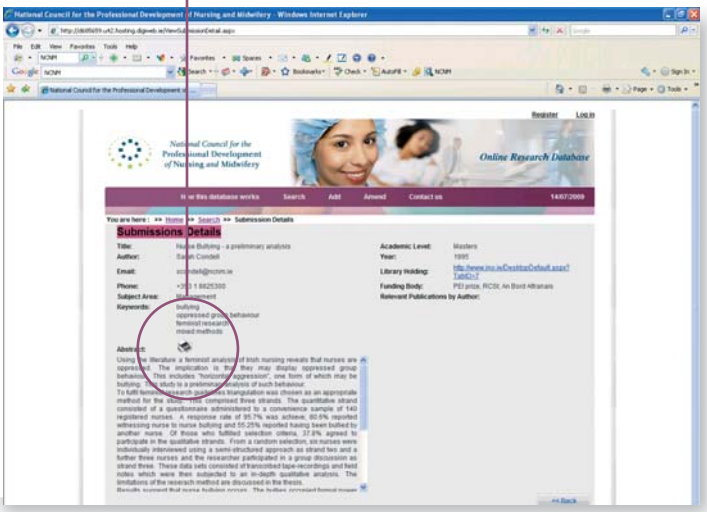
Enter or select the criteria that you wish to use and press the SEARCH button.

Abstracts meeting the criteria you have selected will be listed.
The result section will display the number of abstracts that meet your search criteria. If you wish to view all titles select All in the subject area.

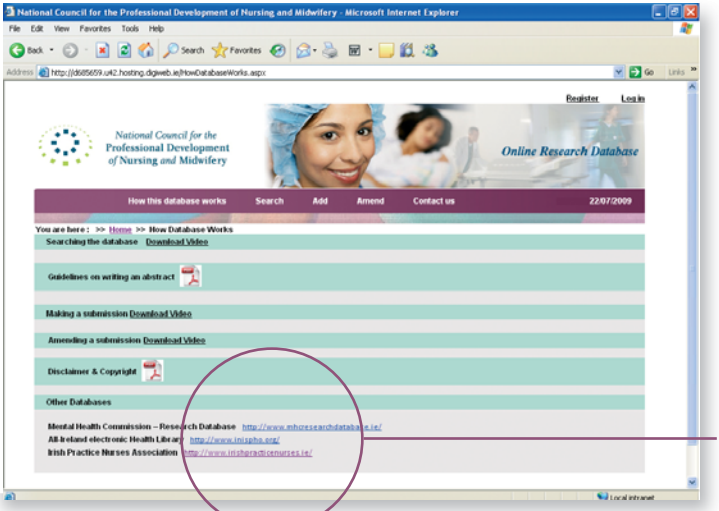


You can then view the full abstract and supporting details by clicking the VIEW button.

The abstract and supporting details can also be printed by clicking the Printer icon.



The system searches in titles, abstracts and keywords so be sure to use all possible terms to describe what it is you are looking for.



If you do not find a suitable abstract in the NCNM database you might want to search on other databases that are available at the bottom of the page on 'How this database works?'

Section 2

Making a Submission to the database

This section of the guidance deals with the other database functions – that of making submissions. It is useful to use this checklist before making a submission.

Submission Checklist

1. **Check the eligibility of the abstract you wish to submit** ☐
   - Has this piece of research achieved an academic award at Masters award or beyond?

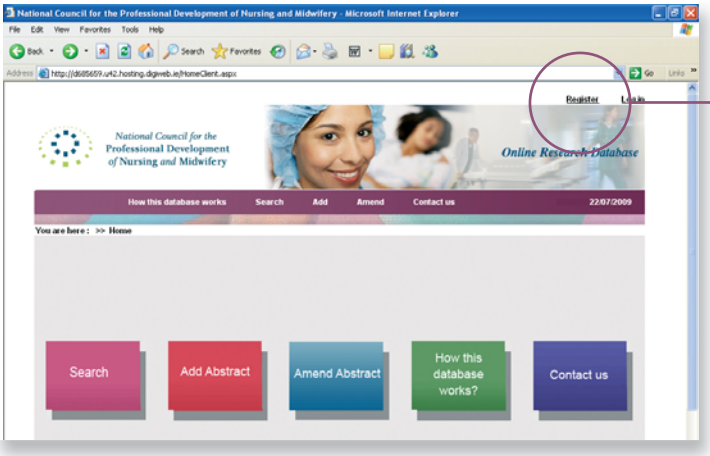
   OR
   - Has this piece of research successfully gone through a peer review process of funding or commissioning?

2. **Write the abstract or check the existing abstract for completeness** ☐
   - Please read the guidelines on writing an abstract for this step (page 17).
   - Please ensure that you review your abstract for spelling and grammatical errors, as the author will be requested to amend the abstract to correct them. Also note the type and size of font and the line spacing required (page 12).

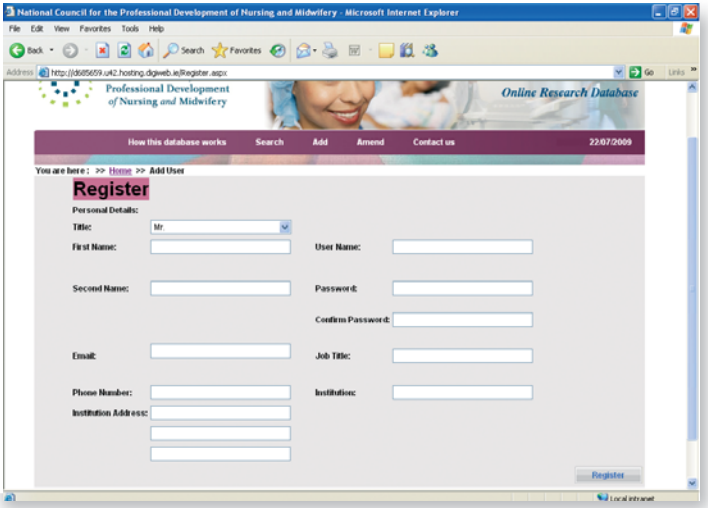
3. **Ensure access to the detail required for submission.** ☐
   - Details include the abstract itself and up to 5 key words. In addition you should have available any relevant journal publications from the research.

4. **Register as a user of the database** ☐
   - All submitters must be registered and have an username and password.

To register press on the 'Register' button found on the top right hand corner of all pages.



The fields that are required for the Registration are as follows:



Title	This is a drop list.
First Name	Enter your first name or initial. The combination of this field and the Second Name field will be used for your name in emails and will be displayed on the database when you log in. This is a mandatory field.

Second Name	Enter your surname in this field. This is a mandatory field.
Email	Enter the relevant email address. This email address will be displayed on the abstract and can be used by users of the database to contact you. This email address can be revised at any time, in the Edit Profile facility. This is a mandatory field.
Phone number	Enter the relevant phone number. This phone number will be displayed on the abstract and can be used by users of the database to contact you. The phone number can be revised at any time, in the Edit Profile facility.
Institution address	Enter the relevant address. This address will be displayed on the abstract and can be used by users of the database to contact you. This address can be revised at any time, in the Edit Profile facility,
User name	Enter an username in this field it can be alphanumeric and there are no limitations. It should be easily remembered. This is a mandatory field.
Password	Enter a password in this field, it can be alphanumeric and there are no limitations. It should be easily remembered. This is a mandatory field.
Confirm password	Re-enter your password in this field. This is a mandatory field.
Job Title	Enter your job title. The job title will be displayed on the abstract. The job title can be revised at any time, in the Edit Profile facility.
Institution	Enter the institution name. This institution name will be displayed on the abstract. The institution name can be revised or changed at any time, in the Edit Profile facility.

It is advisable to record these details as they are required for further access (adding or amending abstracts). Also the database will send an email containing the log in details to your email address.

The National Council reserves the right to disable registered users.

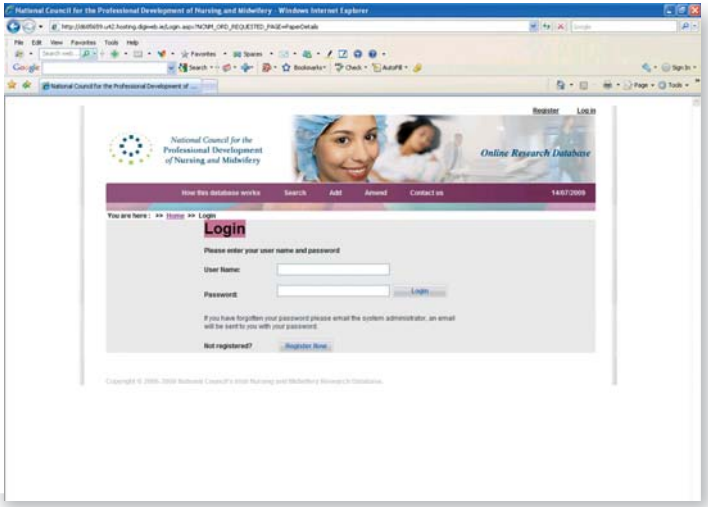
For example, disablement will occur:

- Where a registered users contact details are not in Ireland
- Where no abstract is submitted six months following registration.

Add abstract

Before adding an abstract to the database, please read the Guidelines on Writing an Abstract (page 17).

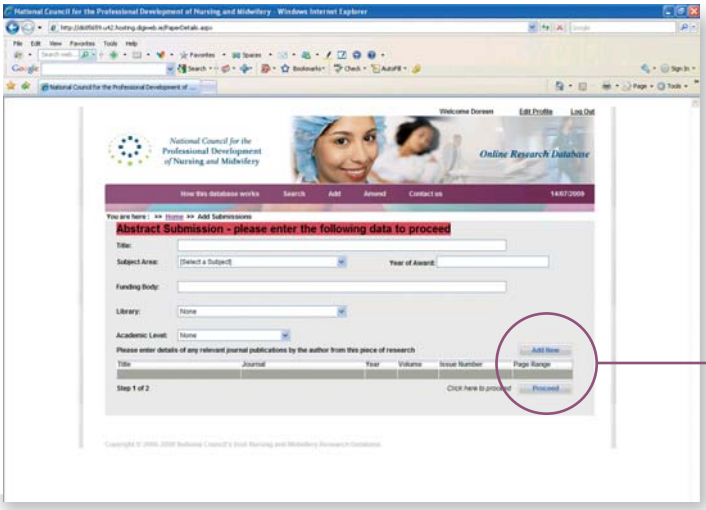
To submit an abstract to the database you select the ADD ABSTRACT button on the Home page. You will be presented with a log in screen. Once you have completed the log in process, you will be able to add, amend or view your own abstracts.



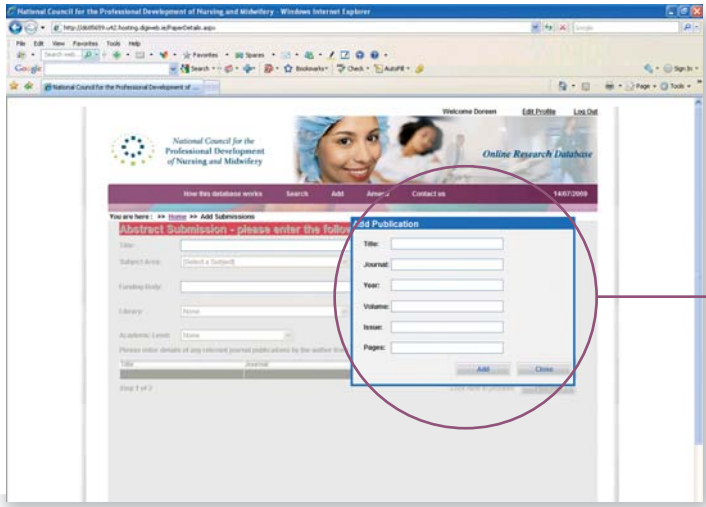
If a submitter does not have log in details, then they are asked to register and obtain log in details.

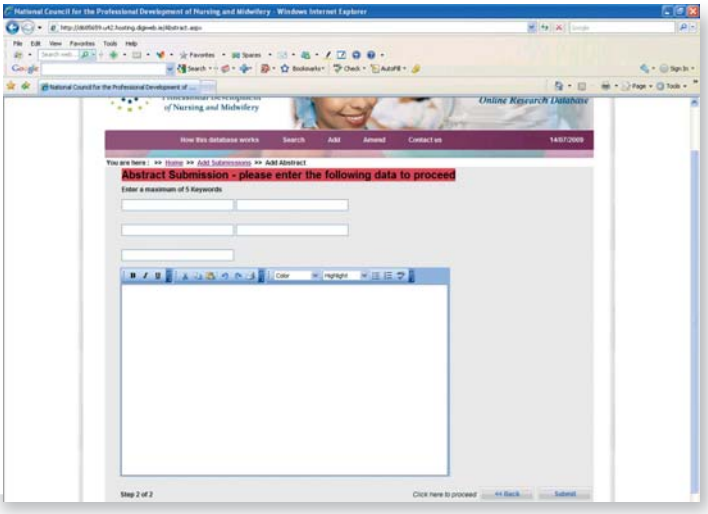
To add a new abstract you will complete 2 pages of information.

Title	The title of your abstract/thesis should be entered in this field. It should be entered in Title Case format. The title field contains 200+ characters. This is a mandatory field.
Subject area	**Subject Area is a mandatory field.** This is a drop down list of the areas of subjects that the thesis should be relevant to. • Clinical Practice, general nursing • Clinical Practice, intellectual/learning disability nursing • Clinical Practice, mental health nursing • Clinical Practice, midwifery • Clinical Practice, public health nursing • Clinical Practice, sick children's nursing • Education • Management
Year of Award	This field relates to the year the Masters, PhD or commission was awarded. This is a mandatory field.
Funding body	If you received financial assistance in the production of the research, please specify in this field, it is a free text field.
Library	This is a drop down list of all the third level institutions and the links to their libraries where, if appropriate, your thesis may be held. Once you select the relevant institute, the link to the library will be displayed in the final abstract. If an institution is not available on this list, please contact the NCNM via the Contact Us section.
Academic Level	This is a drop down list of the appropriate academic levels for this database • Masters • PhD • Post-Doctorate • Commissioned



If your research has been published in a journal, you can add the publication(s) details by clicking on the Add Here button and a pop up screen will appear to be completed. If there is a second or third publication, the above procedure should be repeated. The following are the details required to add a publication. If possible all details should be entered and then press Add. Once you have clicked on Close to shut down the publications window, you click on Proceed to get to Step 2 of adding an abstract.





On page 2, the keywords and the abstract are added.

Keywords — There are five fields available for keywords. These should be words which are relevant to the subject of the abstract. The Search process can retrieve abstracts based on the keywords.

Abstract — This is the section where the abstract of your research should be entered. The abstract can be added by copying and pasting from another document. This facility can be carried out via, button, keyboard or mouse action. All the features of the Format tool bar can be used.

There is a Spell Check facility which must be downloaded prior to use. Please ensure that you review your abstract for spelling and grammatical errors, as you will be requested to amend the abstract to correct them.

NCNM request that the font is Ariel and size is 12. All sentences are in single line spacing.

When all the details have been added, the Submit button is clicked and the abstract has been submitted. A message is displayed acknowledging the submission of the abstract. Also a confirmation email is sent to the submitter. You will not see your abstract on the database until it has undergone a review process (see Quality Assurance section).

REMEMBER to log out

Amend abstract

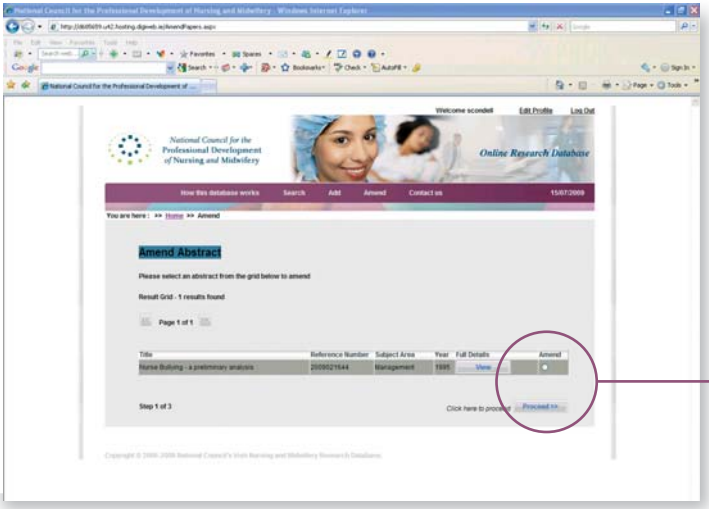
An abstract may be amended at any time but ONLY by the author.

An abstract may be amended because:

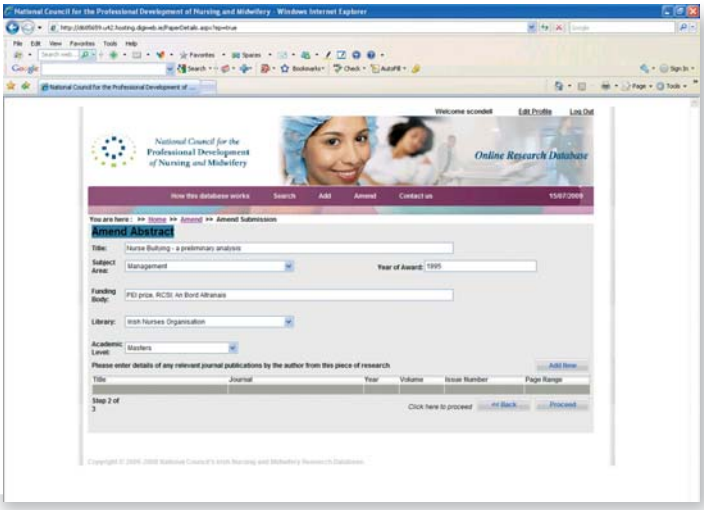
- the author wishes to update or revise it, or,
- NCNM may request an amendment during the quality assurance process.

If the author wishes to amend their abstract, they click on the Amend Abstract button on the home page and then log in. All the available abstracts on the database by this author are displayed.

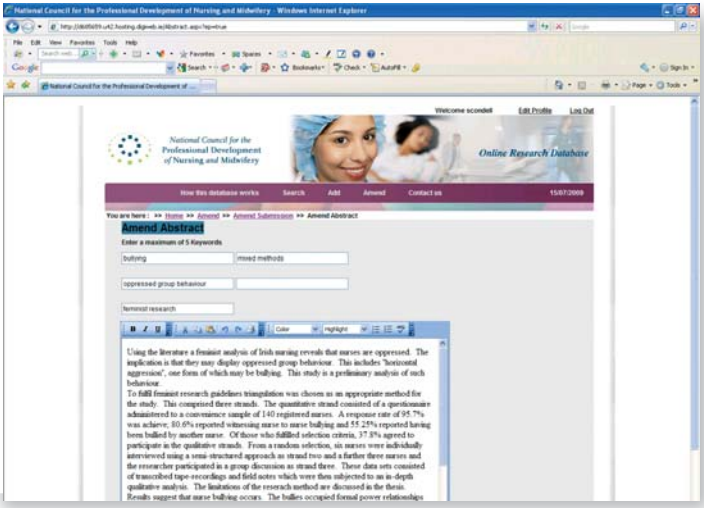
By clicking on the Amend box and Proceed To button, the full abstract will be displayed. It should be noted that once the abstract has been amended, it will removed from the database while it undergoes the quality assurance process.



The author can amend any detail that they had previously entered.



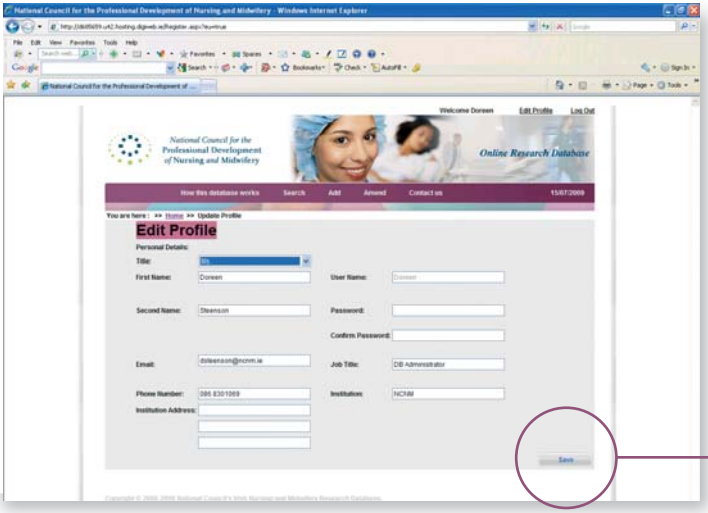
Once the author has completed all the amendments, the Submit button is clicked and the abstract is submitted to the database and must undergo the quality assurance process before it becomes available to all users of the database.



REMEMBER to log out

Edit Profile

You can change or correct any details of your log in profile. First you must log in and then the click on the Edit Profile button and edit your details.



Once you have changed the required details, you click on the Save button and then it is submitted to the database. A confirmation email is sent to you to confirm the changes. If you have forgotten your log on details, please contact the database administrator (details on Contact Us section).

REMEMBER to log out

Section 3

Other useful information for database users.

The ‘How this database works’ page.

This section provides on-line guidance to you on how to use the database.
The following are available in this section:

- PDF Guideline document on writing an abstract
- PDF Guidance document on On-Line Research Database
- Video on making an submission
- Video on amending an abstract
- PDF Disclaimer and Copyright

There are also links to other research databases of interest to nurses and midwives in Ireland.

Contact us

If you wish to contact the NCNM regarding any queries or questions, the contact details are available in this section.

Quality assurace proceures

When an abstract has been submitted to database for inclusion, it must undergo a quality assurance process. This process includes:

- Data protection review
- Data integrity review

If there are any issues the author will be requested to amend the abstract by the database administrator. An email will be sent to the author with this request and the author can amend the abstract as outlined in the section Amend Abstract. The abstract may be reviewed by a NCNM Professional Officer.

Guidelines on writing an abstract

The abstract acts as your window of opportunity to share the importance of your research project to prospective readers in a concise manner. This means that the abstract should contain accurate, relevant, summary of the key information which allows readers to judge the quality of the work as well as its relevance to their own interest. To aid the searcher, you should include the key phrases for your subject area. We have allowed a maximum of 500 words for the abstract.

Suggested abstract format: (500 words)

Introduction: Briefly state why the research was conducted; for example an identified gap in the literature, a problem arising in practice, or a change in policy direction may the rationale for the study.

Aims: The research aim or question should be clear and concise and if appropriate, state what theoretical framework was utilised.

Ethics: Give one sentence on ethical clearance for the study.

Methods: Describe what you did succinctly. Detail the research design; and as appropriate, the research setting, samples and response rates; methods of data collection and data analysis. Mention any limitations that the research design imposed on the results.

Findings or Results: Outline the main and most important findings of the study. Remember the reader can gain more details by following up from the thesis or research report itself.

Conclusions: State concisely what can be concluded from the results given in the abstract and give the implications and relevance. If word count allows include recommendations or possible areas for further research. This section should not be a repetition of the methods or results.

Helpful Hints:

- Write the abstract in the past tense as it should be describing a study already accomplished. Remember, your abstract is like a short story, so do ensure a readable flow to the abstract.

- Do proof read your abstract and get someone who is not familiar with the study to read a draft of the abstract and give feedback on its clarity. Ensure attention to detail so check the spelling and do not use unexplained acronyms.
- Try to avoid making explicit reference to existing publications. Readers want to see what you've done. Your word limit is short and does not include space for references to other literature. Remember the reader can gain more details by following up from the thesis or research report itself.
- Be concise and avoid repetition or jargon.
- Write the abstract offline in a word document. This will give you the opportunity to review and 'polish' the work before you submit. It can then be cut and pasted into the online submission when you are happy with its content.

Help and Support

Should you experience any difficulty in accessing or submitting your project to the database, please do not hesitate to contact:

Sarah Condell, Research Development Officer
Telephone: 01 8825300 or email researchdatabase@ncnm.ie

National Council for the
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of Nursing *and* Midwifery

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