

Methodology

Timeframe	Contacts	Step	Primary Action	Secondary Action
	Consultation	1	Topic selected in consultation with service providers The identification of topics in consultation with SSDs, voluntary organisations and other service providers and academics increases the likelihood that the briefings will be used in practice.	
	Consultation	2	Experts identified and selected by: SCARE Editorial Board SCIE	
1 day		3	Information Officer to perform a scoping search of the topic based on Consultation (Step 1): PICO ¹ search of Cochrane; Medline; Caredata; ASSIA Web search of SOSIG; OMNI / NMAP	Record all searches and results for each database or gateway
1 day	Editorial Board	4	Editorial board and Information Officer to define scope of topic based in part on findings of scoping search Protocol to be produced by Information Officer clearly defining scope of topic, sources to be searched and search strategy / terms	
	Consultation	5	SCARE Experts to be contacted and asked to provide consultation documents which contain the following: Comments on scope of briefing Key documents and materials (including research, policy and guidance documents, user information, practitioner resources) See Experts' first consultation Proforma (Form A) document	These consultation documents must be received by the Information Officer by step 20 at the latest
3 days (Steps 6-13)		6	Information Officer to conduct first full PICO literature search to identify research evidence See Resources document	Record all searches and results for each database
		7	Information Officer to enter all new references into Reference Manager	
		8	Information Officer to apply selection criteria to all results	Record results of selection in Reference Manager

			See Selection Criteria document	\$\$abstract included \$\$Grade 1-5
		9	Information Officer to print out or order selected documents	
		10	Information Officer to conduct full web search of SOSIG, OMNI /NMAP and Google to identify policy and guidance documents, and useful links	Record all searches for each gateway
		11	Repeat Steps 7-9	
		12	Information Officer to identify additional references from bibliographies of all selected items	Record results of selection in Reference Manager \$\$by hand
		13	Repeat Steps 7-9	
1 day (Steps 14-15)		14	Information Officer to identify 5-10 most important references (usually Grade 1 studies [See Selection Criteria document]) and perform citation searches of Science Citation Index and Social Sciences Citation Index	Record cited items searched for and results
		15	Repeat Steps 7-9	
3 days		16	Information Officer to read all selected documents	
1 day	Consultation	17	Service User consultation (this is to be informed in part by research and policy findings on the topic in question)	
		18	Feedback from service user consultation to be submitted to Information Officer	
		19	Information Officer to appraise published research to be included in the briefing by using relevant CASP tools	Record CASP summary Edit selected papers in Reference Manager \$\$CASP
3 days		20	Information Officer to produce first full draft of briefing	Edit items to be included in briefing in Reference Manager \$\$briefing
		21	Information Officer to submit first full draft of briefing to Editorial Board	
2 days (Steps 22-23)	Editorial Board	22	Editorial Board to comment on draft	
		23	Information Officer to revise draft briefing in response to Editorial Board	

2 days (Steps 24-25)		24	Information Officer to conduct final full web and PICO literature searches using revised and complete search strategy. This strategy would contain additional terms which may have arisen during the process of searching for and reading relevant documents, and issues raised during consultation See Resources document *Searches are to be saved for each database where possible using this final strategy, which can then be used for the Updates	Record all searches and results for each database
		25	Repeat Steps 7-9	
2-3 days		26	Information Officer to appraise any additional published research to be included in the briefing by using relevant CASP tools	Record CASP summary Edit selected papers in Reference Manager \$\$CASP
	Editorial Board	26	Information Officer to submit second full draft of briefing and appraisals to Editorial Board for confirmation	
		27	Information Officer to submit second full draft of briefing to SCIE Experts for review. SCIE Experts to respond within 2 weeks See Letter to Reviewers See Form B Review	
1-2 days (Steps 28-29)		28	Information Officer to revise draft briefing in response to SCIE Expert comments	
	Editorial Board	29	Information Officer to complete final version and submit to Editorial Board for acceptance	
		30	Full briefing and accompanying documents to be submitted to SCIE for publication	

Total: 21 days per briefing

¹ The PICO acronym stands for Population>Intervention>Comparison>Outcome. This literature searching formula was originally developed for medicine, but the Population and Intervention elements apply equally to social care topics.