



# KnowledgeShare

## News from KnowledgeShare - April 2022

### Facts and figures

Teams using KnowledgeShare for:



Evidence Updates

116



Evidence Searching

39



Skills Teaching

10

Members receiving updates:



52,157

Support requests from LKS teams:



41

### When a member leaves your library service, it's time to unassign

Unassigning allows members to retain access to evidence searches or skills certificates they have accrued at other library services. It also complies with the [privacy policy](#) of KnowledgeShare:

"We will unassign you from your library and knowledge service when we know you have left or if you have not used any of our services for three years. Once unassigned we will keep your information for a further two years (in case you return to using the services after a break). The system will only store as much information about you as is required, and will securely destroy any personal information about you when it is no longer of use."

To unassign a member, go to their profile and click **Edit** next to the **Personal Information** section. In the **Library and Knowledge Service** field select 'Member is no longer assigned to an LKS', which is in red text.

Library and Knowledge Service

Library and Knowledge Service

Mid Wessex

Member is no longer assigned to an LKS

Mid Wessex

The member will receive an email confirmation, which gives them the opportunity to reply if they have not left your trust. For more information see [2.4.4 Unassign a Member when they leave your Service](#) in the [KS Handbook - Members](#)

Alternatively, if you find a member has a *duplicate* record, you can merge the two records rather than delete the duplicate. For more information see [2.4.3 Merging two Member records](#) in the [KS Handbook - Members](#)

When LKS staff leave your service contact us at: [uhsussex.knowledgeshare@nhs.net](mailto:uhsussex.knowledgeshare@nhs.net) to remove them, as staff records work in a different way to member records on KnowledgeShare.



# KnowledgeShare

## Category Q&A



I am interested in the topic of bullying. How do I incorporate this in my professional interest profile?

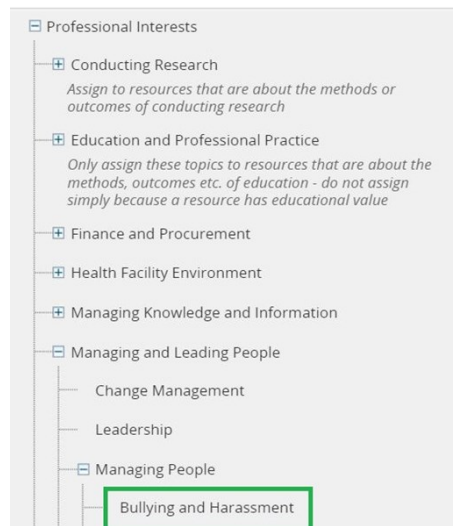


This is dependent upon the environment in which it occurs. Within schools, bullying is categorised under:

**Conditions and Lifestyle Factors > Lifestyle & Risks > Education,**

while for those with an interest in how it is managed in the workplace, look under **Professional Interests > Managing and Leading People** (see right).

Bullying may also be more insidious, occurring via social or digital media. For this, we recommend the inclusion of **Internet and Gaming** in the profile (also found under **Conditions and Lifestyle Factors**).



## Forthcoming training and events

### Evidence Search

This online demonstration will help you manage evidence searching with KnowledgeShare.

**Wednesday 11 May 2022, 10am-12pm (Zoom)**

**Monday 23 May 2022, 2pm-4pm (Teams)**

### Skills

This online demonstration will help you manage information skills teaching, including either ad hoc teaching or scheduled sessions.

**Tuesday 10 May 2022, 2.00pm-3.30pm (Teams)**

## Adding local resources

This online demonstration will show you how to add local events, guidelines and books to your Members' updates.

**Tuesday 17 May 2022, 2pm-3.30pm (Zoom)**

[uhsussex.knowledgeshare@nhs.net](mailto:uhsussex.knowledgeshare@nhs.net) to book.

"Thanks for the brilliant resources! I'm not sure how many people say thanks so I thought I would today. The workforce paper popped into my inbox at exactly the right time"



Chartered Physiotherapist,  
University Hospitals Sussex