

**QMed Knowledge Foundation**  
**Workshops on Literature Searching & Reference Management**

*Literature searching and Reference Management – are both activities that need to be carried out in a scientific and structured manner. Students, teachers and health professionals are often wasting hours during these activities. Hours that can be saved for better patient care / professional activities / personal time. QMed Knowledge Foundation – a Not for profit Trust in Mumbai, offers workshops on these topics. The founder – Mrs. Vasumathi Sriganesh – a former medical librarian is a recognized faculty of the MUHS for Research Methodology workshops and is recognized by the MMC as a Specialty Speaker.*

**QMed offers workshops on the following topics:**

- ☐ Mastering PubMed – Basics
- ☐ Reference Management (using Mendeley)

(We also offer an “Advanced program” for PubMed, and one for mastering the Cochrane Library, to those who have undergone the first workshop)

Each workshop is conducted with a mix of didactic teaching, demonstration and practical exercises for participants.

**I. Coverage – Mastering PubMed: Basics**

Four principles of searching

1. Keyword searches and their inadequacy
2. Thesaurus (MeSH) searches (This is the most crucial part of the program)
3. Qualifying search terms with field based tags
4. Combining search terms with Boolean operators

And features in PubMed that help you filter searches with a scientific methodology, save your search strategies and results, and more.

When you learn all of the above, you retrieve references that are lots more meaningful and relevant, learn to narrow or broaden your search results, and save your work so that you do not need to repeat a search activity.

*Please note – this course is also available as an ELearning course – do visit <https://www.qmed.ngo/e-learning/>*

## II. Reference Management (Mendeley) – Coverage

### Concepts:

- ❑ Why use a Reference Manager
- ❑ Importance of knowing the structure of references
- ❑ Understanding Mendeley desktop and web versions and the need to synchronize both

### Using Mendeley

- ❑ Adding references manually
- ❑ Adding an article directly to Mendeley and checking the extracted bibliography
- ❑ Importing search results from PubMed and other databases
- ❑ Organizing and searching the library created
- ❑ Adding citations and bibliography to a paper, with just a few clicks.

### What happens when you learn all this? You will:

- ❑ Not lose references that you found when you searched
- ❑ Organize references by assigning them to articles / sections of articles / topics to follow
- ❑ Save hours of time when you write articles, by adding citations and references with a click, and editing them equally easily if needed

### Duration of Workshops

Each program is of a half day duration – 3.5 to 4 hours (inclusive of tea break). The two together can be conducted as a full day workshop.

### No of participants per session:

The ideal number we recommend is 18 participants per session. This works well for effective learning. This is a minimum requirement

### Course Material

We provide all participants with a link to our online course material, because of the nature of the topics. Websites & features change, and we update the material when such changes happen.

### Requirements / Arrangements from the host institution

- ❑ Room with round or square tables seating three participants per computer.
- ❑ One laptop with Internet connection for each group. The Internet connection should be reliable. Either an excellent Wi-fi Connection OR each laptop having a USB modem
- ❑ Sufficient plug points / extension boards for charging laptops
- ❑ LCD projector for projecting our slides / demos (We will carry our own laptop and USB modem)

- ❑ Tea / coffee / snacks / lunch as applicable
- ❑ Certificates – as applicable in regular workshop. We request you to include our logo and our Founder’s signature in the certificates
- ❑ Printing the feedback forms that we send. We will share the final feedback details with the institution
- ❑ Providing us with the Names, email ids and mobile numbers of participants for us to send future updates (Details will not be shared outside)

### **Workshop costs for 18 participants**

- ❑ **Half-day session** - Rs. 18000/- (plus Service tax as applicable).
- ❑ **Full-day session** - Rs. 25000/- (plus Service tax as applicable).
- ❑ For every extra participant, we would charge Rs. 1000/- for a half day workshop and Rs. 1400/- for a full day workshop. The maximum number we recommend in a session is 24 participants.

### **Other costs:**

- ❑ Travel costs for two trainers if the location is out of Mumbai.
- ❑ Accommodation for two trainers if the location is out of Mumbai.

### **Payment:** Immediately after the program by

- ❑ On-par cheque / DD favouring Quality Medical Knowledge Foundation.
- ❑ Or - Bank transfer to  
Account Name - Quality Medical Knowledge Foundation  
Savings A/c No : 395010100192880  
IFS CODE : UTIB0000395  
Axis Bank Ltd MIDC-Andheri (Mumbai) Branch

### **Contact details**

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