Thames Valley Outreach Librarians
Minutes of the meeting held at Verney House, Aylesbury
Tuesday 7th September 2004

Present:
Sarah Old (Chair)
Laura Strafford (Secretary)
Geoff Fleet
Anne Gray
Rowena Perry

1. Apologies: Sue Lacey-Bryant

2. Minutes of the meeting 25th June 2004

2.1 Note that in the pre- and post-training questionnaire section the final point should read ‘Follow-up phone call after six months’, not four months.

3 Outreach training matrix

3.1 The group agreed the course/activity section needs to cover all aspects of the training that is done amongst the group. It was agreed the section should be split into the following columns:
   - Cochrane
   - Full-text
   - NeLH
   - www
   - Dialog
   - Map of Medicine
   - Local Resources (e.g. intranet/library)

3.2 A column should be created for Course Type, which contains the following options:
   - Workshop (hands on session)
   - Presentation (e.g. induction)
   - On-to-One

3.3 It was also agreed that job type should be recorded using Athens categories. These will be added as extra columns at the end of the matrix.

3.4 LS enquired about the recording of marketing activities. AG had started recording this separately. The group agreed that everyone should record this in a simple way and there will be no group-coordinated template.

   Action: Anne to make amendments to matrix and send to Val Trinder prior to the TVHLN forum.

4 Training Questionnaire/Recording Results

4.1 Prior to the meeting GF circulated a spreadsheet he had created for recording qaire results. It became apparent after GF had trialled the questionnaires that many respondents were choosing ‘No regular pattern’ in their answer to Q1. It was felt this may have been due to the absence of a ‘Never’ option. It was also felt that ‘No regular pattern’ does not give a meaningful answer. Therefore it was agreed that ‘No regular pattern’
would be changed to ‘Never’ and re-positioned before the ‘Less than once a month’ column.

4.2 It was agreed that Athens categories should be recorded in the qaire results table, rather than job titles.

4.3 Everyone felt that GF’s spreadsheet for recording qaire results worked well and were happy to use it.

   **Action:** Everyone to amend Q1 in the questionnaire and use spreadsheet for recording results.

5  **Summarising results**

5.1 Following discussion on how best to summarise the results into meaningful information, it was felt that we might need guidance from someone who knows more about analysing statistics. SO volunteered to approach CASP people to ask more about this. On further discussion it emerged that analysis should be quite simple as comparisons only need to be made for Q1 and Q2.

5.2 It was queried whether statistics need to be broken down into *acute, pct* and possibly *mental health* categories

   **Action:** LS to ask Val Trinder.

6  **Six month follow-up**

6.1 Discussion took place on how to carry out the 6th month follow-up of trainees by telephone. It was agreed that an informal approach would be the best, asking questions such as:

   ‘*Has the training made a difference to the way you practice?’*

   This is so we can gain anecdotal responses. We should be looking to follow-up roughly 10% of trainees, covering different Athens categories where possible.

   **Action:** GF to pilot this in January - end of 6 month period for his first qaire respondents.

7  **Share session**

7.1 Each member of the group shared their leaflets and training aids and agreed to post them on the SmartGroup site.

8  **AOB**

RP asked if the group was happy with the Terms of Reference agreed at the last meeting. One amendment to be made – penultimate aim should read ‘*To share experiences and problem solve*’. Everyone agreed that RP could take them to the TVHLN Forum.

   **Action:** RP to amend

9  **Date of next meeting: TBA for January**