EPOCH Guide

# What is EPOCH?

EPOCH is the **Electronic Portal for Online Clinical Help** developed for the Department of Health & Tasmanian Health Services.

EPOCH provides evidence-based information sources to support education, research and innovation. It allows users to search high quality health evidence-based resources covering medicines information, research databases, full text journals, ebooks, clinical guidelines and standards, and point of care tools.

# Where can I find EPOCH?

EPOCH is accessible via the ***Short Cuts & Applications*** field on the front page of the DoH & THS intranet. Or you can access it from the Library Services intranet home page [www.dhhs.tas.gov.au/intranet/stho/library\_services](http://www.dhhs.tas.gov.au/intranet/stho/library_services)

It is also directly available at [epoch.hcn.com.au](http://epoch.hcn.com.au)

# Registration

If you need to use EPOCH offsite or you use a mobile device not connected to the wi-fi at work, you will need to register for a personal account on the EPOCH homepage. Click on ***Register for offsite access*** located on the right-hand side of homepage under the section ***Registration***.

**Important:** You must use **your work email** for registration. You will receive an email with a link to activate your account which must be clicked within 48 hrs of registration or you will need to register again.

Your username = your work email

Your password = a sequence of numbers or letters you make up – minimum 8 characters, case sensitive

If you forget your username or password, you can use the ***Forgot username*** or ***Forgot password*** links to receive a reminder. If you cannot resolve password access issue call the MedicalDirector Help Desk 1800 882 093.

# FAQs

Users can find quick answers related to access, authentication, mobile services, and other general queries from the **Frequently Asked Questions** tab at the top of the EPOCH page.

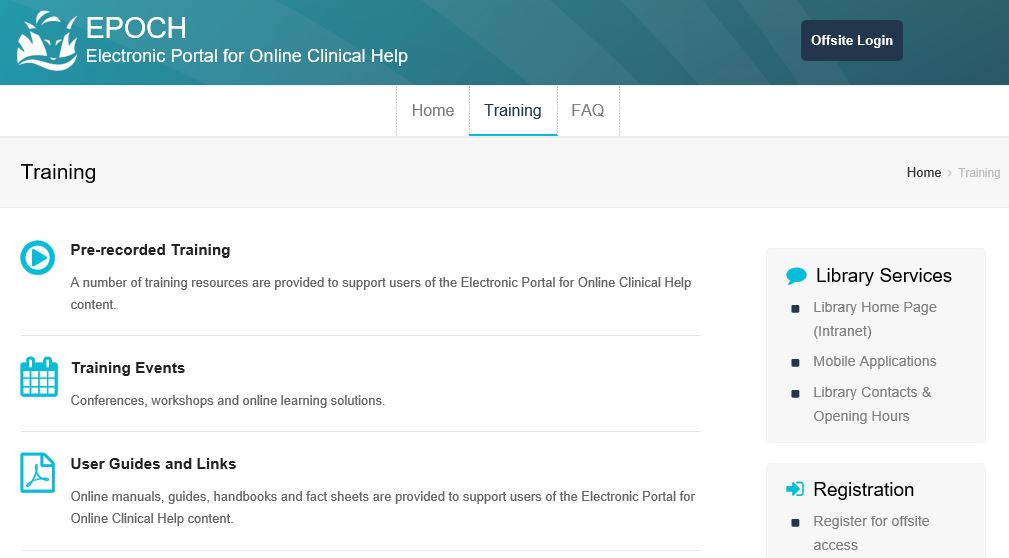
If you need more help, use the contact numbers at the end of this guide.

# Training

Users can view tutorials and webinars for in-depth training of e-resources at their own pace and time listed under **Pre-recorded Training.**

Users can also register for live online sessions via WebEx listed under **Training Events**.

Users can download reference sheets and manuals listed under **User Guides and Links.**

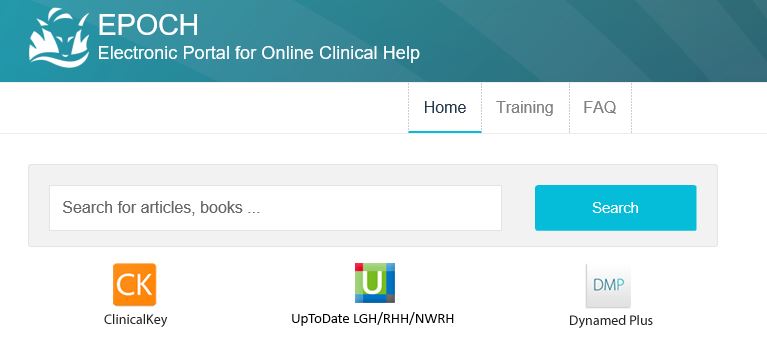


All DoH-THS libraries provide face-to-face training for individuals or groups on request. Contact your nearest library to arrange a booking.

# How do I search EPOCH?

Users can search multiple resources through single **Search** box. Or choose to search an individual resource from links arranged by category on the EPOCH home page or search for a resource using the Find a Book or Journal link under **Resources A-Z.**

**Basic Search** provides Google like-search experience that presents relevant clinical search results without bias and delivers fast direct full text search results.



## Using advanced search

Using **OR** returns results that contain either the word renal **or** the word kidney.

Using **NOT** returns results that contain the word catheters but **not** the word urinary, so it can be used to narrow a search and exclude items about urinary catheters.

Use **? #** or **\*** as wildcards.

You can use wildcards to create searches where there are unknown characters, multiple spellings or various endings.

The question mark **(?)** matches exactly one letter. For example, “organi?ation” will find “organisation” or “organization”.

The hash sign **(#)** matches zero or one letter.A search for “p#ediatric” will match “pediatric”, and “paediatric”.

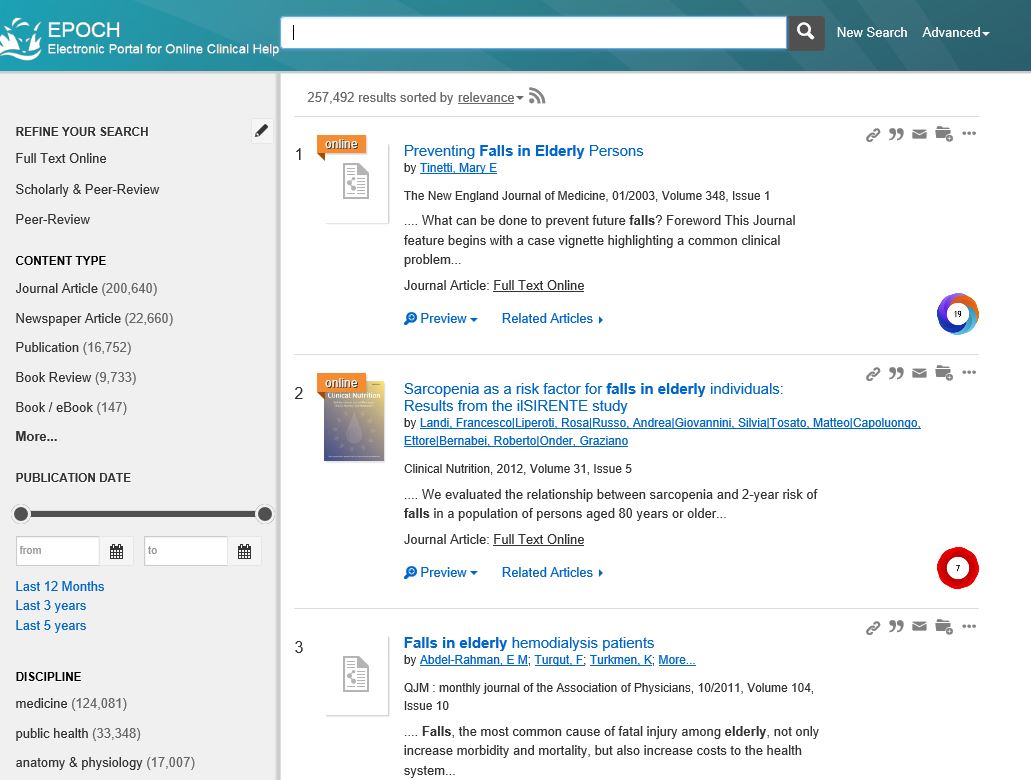
The asterisk **(\*)** matches multiple letters and can be used as a truncation symbol. “obes\*”, will find “obese”, and “obesity”.

## Too many or two few results

If you have found **too much** **information**, you can narrow your search using limiters or facets from the **Refine Results** column to the left of the results.

Use the Date Slider, or input dates to limit results to items published within a specified **date range**. You can also limit search results to last 12 months, last 3 years or last 5 years.

You can refine your search by **Content Type,** **Subject, Publication** title, **Language** and other **Subject terms** by using the pencil icon.



You can apply or remove limiters by clicking the **x** beside it in the Current Search box.

If you have **retrieved few results**, try using **different search terms** or expanding the results by **combining search terms with OR**.

You can click on **Preview** or **Badge Badge icon** to explore the coverage and discussions relating to an individual search article. This information is tracked by Altmetrics from online communities that include mainstream media, Wikipedia, blogs, social networks, reference managers, post-publication peer-review forums etc.

# Working with search results

## Print, Email, Export, Cite

Click on an item title to access the **Full text link or Citation link**. Use the tools in the right-hand column of the page to print, email, save, cite, export to reference citation management system, or generate a permanent link for the item.

## Add items to folder

You can add items from the results list to a folder (click folder icon next to the article). When you have finished your search, view the folder contents by clicking the folder icon at the top right of the page. You can choose to print, email, save or export items in a batch before exiting your session. Items in a temporary folder will not be saved when you leave EPOCH.

## Save to your Personal Folder Account

To store folder items for future sessions you can create your account via the Sign In in the top toolbar of the screen. From the Sign In screen, click the **Create a New Account** link and complete the form. When you have a personal folder account, you have your own personal area (folder) to collect and store information for another time. All the items you save to your personal folder remain in your folder until you remove them. Only you can access your folder account.

If you create an account, you can save articles and searches and create email Search Alerts.

# Help from Library Staff

Staff in all libraries carry out searches for their clients and provide advice, one-on-one or small group training and document delivery services.

**Sir John Ramsay Memorial Library** (LGH North)

p. (03) 6777 6056

e. [ramlib@ths.tas.gov.au](mailto:ramlib@ths.tas.gov.au)

**Dr Richard Buttfield Library** (NWRH North West)

p. (03) 6493 6043

e. [buttfield.library@ths.tas.gov.au](mailto:buttfield.library@ths.tas.gov.au)

**Wingfield Library** (South)

p. (03) 6166 1002

e. [library@ths.tas.gov.au](mailto:library@ths.tas.gov.au)

**RHH Library Kiosk** (RHH South)

m. 0436 635 298

**MedicalDirector Help Desk (Out of hours)**

p. 1800 882 093

e. [epochsupport@medicaldirector.com](mailto:epochsupport@medicaldirector.com)