Assigning Requests Process

EOC Intake Committee
(Gary Groot, Bruce Reeder, Susan Baer)

Michele DeLatture - Coordinator for Librarians

Andrea Beden - Coordinator for Researchers

Finds appropriate / available librarians

Identifying clinical specialists, requesters or representatives for the reference interview: If there is a clinical specialist in the research team, that person will be assigned in this step. If there is no clinical specialist, then coordinators will request suggestions/recommendations to Gary Groot.

Available tools: REDCap, Excel, etc.

Some researchers are fixed to research teams, some are floating (e.g. students). The coordinator will identify the appropriate researchers.

Finds appropriate / available researchers

After finding the appropriate people, the coordinators will organize reference interviews between appropriate researchers/stream team members, and the librarians/researchers.

In the reference interview, clarify the request question, identify the time frame (e.g., urgent, one week, two weeks, etc.)

A librarian in the reference interview will fill out the Intake Form (COVID Evidence Review Request Form)