

Programme Description CAS Systematic Review Information Specialist

1. Overview

Degree to be acquired	Certificate of Advanced Studies FHNW Systematic Review Information Specialist
Type of Programme	Part-time
Language	English
ECTS - points	10
Learning Outcomes / Competences	<p>On completion, participants will know:</p> <ul style="list-style-type: none"> • the job description of information specialists and their various roles • the methodological requirements (completeness, transparency, reproducibility) for conducting systematic reviews and the methodological processes involved • specific guidelines, frameworks and digital tools for carrying out the individual steps of systematic reviews, and be able to apply these • qualitative/quantitative methods for synthesising evidence and be able to carry out an independent systematic literature search in a relevant area, document it and write it up as part of a scientific publication • strategies for establishing and publicising the service in their institution • how to advise researchers on systematic reviews • the most important resources for following methodological developments in systematic review implementation, and thus continuously and independently expand their knowledge.
Programme Start	As mentioned on the website
Application Deadline	As mentioned on the website
Admission Criteria	<p>Tertiary educational qualification (at least Bachelor degree level) and relevant professional experience or</p> <p>Federal Diploma of Higher Education (from a Swiss “Höhere Fachschule” or “eidg. HFP” or “eidg. BP”), and at least 3 years of relevant professional experience in a subject relevant to or related to the continuing training programme.</p> <p>Interested persons without tertiary educational qualification can be admitted, if they have a minimum of 5 years professional experience in a subject relevant to or related to the continuing education programme and if they have successfully completed various continuing</p>

	training courses (in-company or CAS/MAS/DAS) or discontinuation of tertiary education with advanced participation or partial achievement (> 50%) As the instruction and educational materials are in English, proficiency in English (minimum level C1) is a prerequisite.
Graduation Requirements	Timely submission of the thesis (deadline set by the programme head) and satisfactory presentation and assessment of the thesis.
Price	As mentioned on the website
Additional fees	None
Terms of Payment	As per invoice or Conditions of Admission
Head of Programme	Dr. Andreas Ledl, andreas.ledl1@fhnw.ch
Programme Administration	weiterbildung.lifesciences@fhnw.ch, +41 61 225 55 40
Other Information/Links	https://www.fhnw.ch/informationsspecialist

2. Module Plan

Nr.	Module description	Testing method	Assessment ¹	ECTS	Workload incl. preparation and follow-up work	Mode (Presence, Online, Hybrid)
1	Introduction and methodology <ul style="list-style-type: none"> Fields of activity Professional background Roles Differentiation from other professional groups 	See below	See below	2	50h	19 Presence 12 Online

¹ Scale of 2: satisfactory/unsatisfactory or scale of 6: 6=excellent, 5.5=very good, 5=good, 4.5=satisfactory, 4=sufficient, 3=inadequate, 2=poor, 1=very poor

	<ul style="list-style-type: none"> • Review types • Systematic review process • Guidelines and frameworks • Formulating a research question • Developing a publication/dissemination plan • Protocol/pre-registration • Evaluating the quality of studies • Synthesising qualitative and quantitative research results 	See below	See below			
2	Search strategy and search tools <ul style="list-style-type: none"> • Developing the search strategy • Selecting search tools • Search syntax • Compiling search terms • Using controlled vocabulary • Testing the search strategy 	See below	See below	3	75h	14 Presence 17 Online
3	Carrying out a search and managing references <ul style="list-style-type: none"> • Auto Alerts • Exporting references • De-duplicating references • Screening references • Obtaining full texts • Citation searching • Updating the search 	See below	See below	1	25h	5 Presence 13 Online
4	Documenting and reporting the search <ul style="list-style-type: none"> • Specific guidelines, checklists • Analysing different types of documentation/reporting • Publishing your search strategy 	See below	See below	1	25h	9 Presence

5	Service implementation <ul style="list-style-type: none"> • Strategic approach • Designing the service • Practising support sessions • Curating materials 	See below	See below	1	25h	3 Presence 8 Online
	Final thesis	Thesis and presenta- tion	Scale of 2	2	50-60h	6 Online
	Total			10	250-260h	106 Lessons

Created on 23rd April 2024