# Steps to setting up a journal club

The steps to beginning a journal club are simple:

1. Identify a facilitator for the meeting. (Facilitator to schedule meetings, arrange presenter, distribute papers, take notes, promote meetings, start/end meetings).
2. Identify a room/location to hold the journal club (consider what equipment you need. Can hold a journal club with just room, chairs and people, but you may want PC/Laptop and projector or flipchart etc)
3. Decide how often you want to hold the journal club – and how long for.
4. Decide who will be presenting - give them plenty of notice and perhaps a topic to cover (or let them decide this for themselves).
5. Presenter to identify article to be appraised and checklist to be used.
6. Facilitator to post and distribute copies of the research article and checklist to members of the journal club in good time, so everyone can read the article in advance of the meeting.
7. Members/Participants to commit to reading the article in advance of the meeting.
8. Timetable the meeting to allow time for presentation and (longer) time for group discussion using checklist.
9. Facilitator to take notes to be distributed to those unable to attend.
10. Evaluate the journal club (eg, at the end of the meeting, gather feedback from participants. Determine how the next journal club meeting could be made more beneficial).
11. Before end of meeting, schedule the next meeting and decide on next presenter (and topic?)


**Remember – the Library and Knowledge Service can help with:**

- **Literature Searches** to identify relevant papers (can either search on your behalf, or carry out an assisted search if you would like training on how to use the medical databases for yourself).
- Obtaining **full text of papers** when not available via your Athens account.
- Carrying out further **training** on Critical Appraisal.
- Keeping you up to date with new developments via **Knowledge Share**.


**Contact the Library at:**

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