

# Standard Operating Procedure

## Clearing House



### PROCEDURE

- 1 Identify the Clearing House research question and pipeline based on WHO guidance.
- 2 Secure approval for the Clearing House bimonthly research question from accountable person (see section 6).
- 3 Clarify scope and terms/ definitions of research question.
- 4 Identify keywords for the search and inclusion and exclusion criteria
- 5 Identify databases. Standard databases include:
  - Peer-reviewed literature:
    - PubMed/Google /JSTOR
  - Grey literature:
    - WHO Global Index Medicus
    - World Bank
    - Joint Learning Network
    - SHOPS Plus
    - USAID
    - R4D
    - HEART
    - HANSHEP
- 6 Test search strategy through select database searches.
- 7 Refine search strategy and get sign-off (see section 6).
- 8 Perform search on peer-reviewed literature and compile results in Rayyan for screening.
- 9 Perform search on grey literature and compile results in Excel tracking sheet.
- 10 Conduct title and abstract screening in Rayyan and Excel tracking sheets.
- 11 For resources that meet the inclusion criteria, compile them in the Zotero reference management system.
- 12 Conduct resource tagging in Zotero. Pre-fill basic information (resource name, authors, publisher etc.) and add tags according to the following variables:
  - **Type of governance behaviour:** build understanding, foster relations, enable stakeholders, align structures, nurture trust, deliver strategy.
  - **Country:** If not country or regionally specific, global.
  - **WHO Region:** PAHO, EMRO, EURO, AFRO, SEARO, WPRO.
  - A resource can often have a combination of tags for geographic focus.
- 13 Input resources into Excel to conduct analysis of:
  - Total number of countries covered;
  - Percentage of resources that relate to the two most commonly-reference governance behaviours for the thematic area.
- 14 Input information from Excel into AirTable, including document links in separate column and tagging by relevant Clearing House title. Set up new AirTable with research question specific resources.
- 15 Draft report following template in PowerPoint ([reference](#)), including slide on methodology and inclusion tree diagram. Select and summarise curated literature, top five reads, country focus and governance behaviour spotlight.
- 16 Send draft report for feedback to WHO appointed leads responsible.
- 17 Incorporate any feedback provided, review final report and convert into PDF format.
- 18 Obtain final sign-off on report.
- 19 Publish the following on the CCPSH website:
  - The Clearing House report as PDF [here](#);
  - Input the various report sections on relevant website sections [here](#);
  - The AirTable entries (including links to resources and summary of key takeaways for each resource), as shown [here](#).

20

Share on social media (i.e. on CCPSH LinkedIn page and Twitter)

21

Develop biannual analytical report, combining findings from bimonthly searches.

## DEFINITIONS

### **Clearing House**

an objective and transparent rapid review and curation of research on a defined topic.

### **Grey Literature**

materials and research produced by organisations outside of traditional academic publishing and distribution channels including reports, working papers, government documents, white papers and evaluations.

### **Governance behaviours**

a socio-ecological approach to foster effective public-private engagement. They build from an understanding of health systems as “everybody’s business” and governance as a dynamic process through which governments engage public, private, and civic health actors to achieve national health policy and improve health system

### **Article**

a resource, often peer-reviewed, that contains research data.

### **Search string**

a combination of keywords entered into the search box of a library database or search engine.

### **AirTable**

an online spreadsheet-database hybrid, which houses and displays the total list of resources collected for the Clearing House.

### **Database**

an online platform housing peer-reviewed articles and grey literature.

### **Resource tagging**

for each resource collected, distinguishing tags are added in the reference management software Zotero.