

Systematic Review Workshop: Systematic Review Checklist

Phase I: Setting the scope and methods for the review	
1. Define users of the review	
2. Define review questions	
3. Define inclusion/exclusion criteria	
4. Define protocol	
Phase II: Gathering and describing research	
1. Perform database searches	a. Conduct pilot database searches
	b. Conduct exhaustive database searches
	c. Screen titles and abstracts, applying inclusion/exclusion criteria
	d. Keyword studies which match inclusion/exclusion criteria
	e. Screen full texts, applying inclusion/exclusion criteria
	f. Keyword studies which match inclusion/exclusion criteria
2. Perform hand searches	a. Screen full texts, applying inclusion/exclusion criteria
	b. Keyword studies which match inclusion/exclusion criteria
3. Validate against other literature reviews	a. Screen full texts, applying inclusion/exclusion criteria
	b. Keyword studies which match inclusion/exclusion criteria
4. Map the identified studies	a. Produce cross-tabulations and graphs
	b. Produce keyword map
Phase III: Appraising and synthesizing data	
1. Set the scope of the in-depth reviews	a. Define in-depth review questions
	b. Define inclusion/exclusion criteria
	c. Screen studies in keyword map
2. Carry out double blind reviews	a. Review the article, filling in the evaluation grid
	b. Assess weight of evidence of study with respect to review questions
	c. Produce a single evaluation grid and set of ratings of weight of evidence with second reviewer
3. Validate keyword map using evaluation grids	
4. Synthesise findings of studies reviewed	
Phase IV: Making use of the review	
1. Produce technical report	
2. Produce non-technical summary report	
3. Produce one-page summary of key findings	