



GUILD WEBSITE RESOURCES – SEARCH TIPS

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National Secretariat



INTRODUCTION

These search tips will assist you in locating specific tools, fact sheets, publications and information in the [Resources section of the Pharmacy Guild of Australia website](#) using the resource Search field.

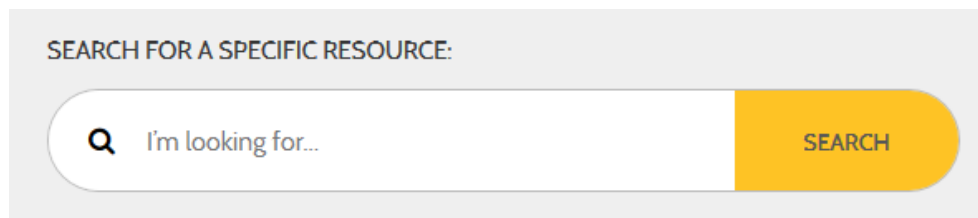


Figure 1 - Resources Search field

- Please report any errors, omissions or feedback about this document by [emailing Engagement & Advocacy, National Office](#).

Member-Only Resources




Resources on the Guild website that are restricted to Guild members require log in and are not publically accessible. These resources are labelled MEMBER-PHARMACY ONLY or MEMBER-PROPRIETOR ONLY.







Outdated Resources

It is essential that the resources provided to Guild members are current, relevant and purposeful. If you come across a resource that appears outdated or obsolete, please [email Engagement & Advocacy](#) specifying the web address of the resource.

Categorisation of Resources

Resources are categorised and found under one or more of the nine (9) [CP2025 Growth Pathways](#).

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-  **Health Services:** Increase the provision of health-related services in the pharmacy.
[Learn more about the Health Services Growth Pathway >](#)
 -  **Community Health Hub:** Establish the community pharmacy as a community health hub for delivering a variety of health services using consultation rooms that can be utilised by other health providers.
[Learn more about the Community Health Hub Growth Pathway >](#)
 -  **Digital Enablement:** Integrate digital health into the community pharmacy practice and embrace digital technologies as a whole-of-business enabler.
[Learn more about the Digital Enablement Growth Pathway >](#)
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- 4  **Business Operations:** Improve back office operations to streamline business processes, including supply chain and product ordering, integration of dispensing, services and retail systems, leasing arrangements, utilities, and payroll and human resource management.
[Learn more about the Business Operations Growth Pathway >](#)
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- 5  **In-home Care:** Provide a range of medication and other health services to patients in their homes.
[Learn more about the In-home Care Growth Pathway >](#)
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- 6  **Collaboration and Partnerships:** Collaborate and partner with the wider health sector, focused on medication support and services.
[Learn more about the Collaboration and Partnerships Growth Pathway >](#)
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- 7  **Automation:** Introduce automation to reduce manual processes and focus staff on patient care activities.
[Learn more about the Automation Growth Pathway >](#)
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- 8  **Leverage Brand:** Align your pharmacy brand with your patient offering and leverage your competitive advantages.
[Learn more about the Leverage Brand Growth Pathway >](#)
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- 9  **Review Products:** Review the pharmacy's health related product range to leverage the physical distribution network and enable the other growth pathways.
[Learn more about the Review Products Growth Pathway >](#)
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SEARCH TIPS

Various search techniques are available to help you find the resources you are looking for.

Summary

Search Technique	Example	Description
Searching by Title	<i>title:pbs</i>	Find resources with <i>pbs</i> in the title
Searching by single word	<i>pricing</i>	Find resources with pricing in the title, metadata or content
Searching a sequence of words	<i>compassionate leave</i>	Find resources containing ALL words
Phrase searching	<i>"employing staff"</i>	Find resources containing ALL words in the sequence they are specified

Searching by Title

This technique can be used when searching for words in the title of the resources you are looking for. It is useful to locate a group of resources containing one or more words in the title.

- Searches are case in-sensitive (i.e. searching for *PBS* and *pbs* will return the same results).
- Title searches use the **title:** prefix (e.g. *title:pbs*)

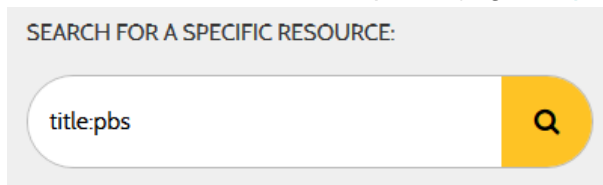


Figure 2 - Searching resources by Title

Simple Word Search

This technique uses one or more words to locate resources.

Searching by single word

- Searches are case in-sensitive.
- Resource titles, metadata and content are examined when using a single word. Search results can return more resources than expected and if it becomes 'difficult' locating a resource you are searching for, try [Searching by Title](#), or [Phrase Searching](#).

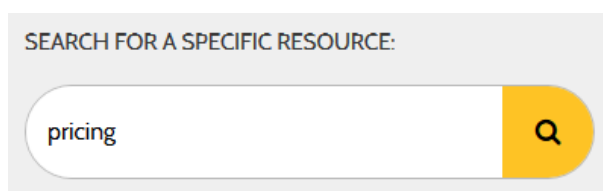


Figure 3 - Single word search

Searching a sequence of words

This technique uses two or more words in sequence to find resources you are looking for.

- Searches are case in-sensitive.
- Common words like *the*, *a*, *is*, *from*, *but* and *of* are ignored.
- Search results are based on resources containing ALL of the words (e.g. searching *compassionate leave* will look for resources containing *compassionate* AND *leave*).
- Resources that are a partial match (containing some but not all of the words) may be displayed further down the search results.

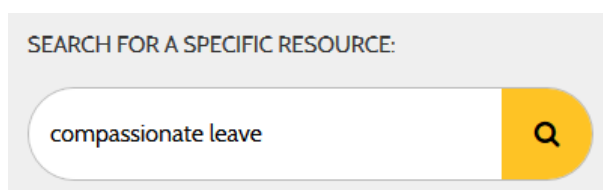


Figure 4 - Searching a sequence of words

Phrase Searching

- Searches are case in-sensitive.
- Phrase searching uses double-quote character around the word(s) you are searching (e.g. *"employing staff"*).
- The words entered must appear consecutively and in the order specified.
- No partial matching occurs.
- Phrase searching helps to narrow your search results

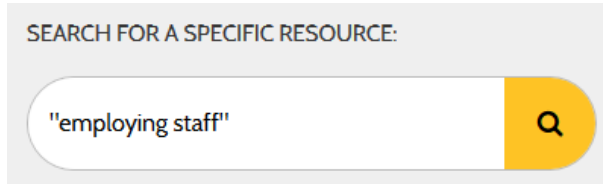


Figure 5 - Phrase searching using quotes

NEED HELP?

If you have difficulty locating or have an enquiry about Guild resources please email communications@guild.org.au and support will be provided as soon as possible.