

BMHP5019_BIRM Component 2 Checklist

(You must read your full assessment specification available on the BMHP5019_BIRM module Moodle page before using this checklist.)

Here's a comprehensive **checklist** for a student completing the **Research Report (Component 2)** task:

1. Cover Page

- ☐ Include your name, student number, module code, and module title.
- ☐ Ensure the cover page is clear and properly formatted.

2. Document Formatting

- ☐ Use **Arial font, size 11**.
- ☐ Set **line spacing to 1.5**.
- ☐ Include **page numbers** on all pages.
- ☐ Use appropriate **section headings** for clarity.
- ☐ Create a **table of contents** with page numbers.

3. Introduction

- ☐ Define the **main concepts** related to your topic.
- ☐ State the **rationale** behind your research.
- ☐ Clearly present your **review question**.
- ☐ Include the **objectives** of your scoping review.
- ☐ Provide **in-text citations** for any definitions or relevant background.

4. Background

- ☐ Provide context related to the chosen topic (e.g., health, social care, or digital health).
- ☐ Discuss relevant **policies, legislation, or guidelines**.
- ☐ Outline the **services or practices** related to your review.
- ☐ Ensure that all sources are **peer-reviewed journal articles**, not policy papers, editorials, or commentary papers.

5. Methods

- ☐ Describe your **data collection methods** for the scoping review – include examples of your search terms.
- ☐ Detail how you conducted the **thematic analysis**.
- ☐ Explain the **databases** used to find relevant peer-reviewed studies.
- ☐ Highlight any **ethical research considerations**.
- ☐ Ensure the selection of studies aligns with the **review question**.
- ☐ Clearly state any **inclusion/exclusion criteria** for your studies.

6. Results

- ☐ Present the findings of your **scoping review** based on thematic analysis.
- ☐ Summarise the codes identified and how these have contributed to your identified themes.
- ☐ Label your results table and refer to your table in your text.
- ☐ Include **in-text citations** for each study discussed.

7. Discussion

- ☐ Provide an analysis of the **key findings/themes** from your scoping review, use clear subheadings for each theme.

- ☐ Discuss any **patterns, gaps, or contradictions** in the research.
- ☐ Link your findings to the **objectives** stated in the introduction.
- ☐ Offer **critical analysis** of the strengths and weaknesses of the reviewed studies.

8. Conclusion and Recommendations

- ☐ Summarise the main findings of your review.
- ☐ Present **recommendations** for future research.
- ☐ Provide recommendations for **policy or practice** based on your findings.
- ☐ Avoid introducing new material or studies in this section.

9. References

- ☐ Ensure you have used **Harvard referencing style** throughout the report.
- ☐ Double-check that all **in-text citations** are included in the reference list.
- ☐ List all sources in **alphabetical order** by the author's last name.

10. General Checks

- ☐ Ensure the report is **3,600 words (+/-10%)**.
- ☐ Proofread for **spelling, grammar, and formatting** issues.
- ☐ Ensure that the content is relevant to the **review question**.
- ☐ Double-check that **only peer-reviewed journal articles** are used as sources.
- ☐ Submit the report by the **deadline**.

This checklist ensures that the student covers all necessary elements required for the **Research Report** and adheres to the submission guidelines provided.