



*The Global Resource  
for Nutrition Practice*





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# Guide to Being a PEN<sup>®</sup> Reviewer

# What PEN<sup>®</sup> Knowledge Objects Get Reviewed

- Knowledge pathways – all aspects
- Practice questions – updated or new
- Background documents
- Tools and resources
- Toolkits
- Trending Topics
  - Article Analysis
  - Evidence Clips



# Who Can Review

- Expert in the topic area
- PEN users of the content
- Ideally we have a variety of reviewers: academic and practitioners
- With the supervisor's support – master or doctorate student



# General Reviewing Guidelines



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- **Focus on**

- Currency of evidence
- Completeness of evidence
- Accuracy of synthesis
- Clarity of content
- Relevancy for practice
- Relevancy for partner country
- Tools and resources



- **Do not focus on**

- Spelling (Canadian database)
- grammar





# Reviewing Practice Questions



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- Is the right question asked?
- Is the evidence synthesis succinct?
- Is the practice guidance practical and relevant for your country?
- Do evidence statements contain appropriate details?
- Is the Grade of Evidence appropriate?



# Reviewing Practice Questions



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- Are all key references / studies / guidelines included?
- Does the Rationale (if applicable) provide useful information
- Does the Comment section (if applicable) contain useful information?



# Giving Evidence a Grade

## **Grade (A):**

**The conclusion is supported by good evidence.**

**Results are from good quality relevant RCTs with consistent findings or a systematic review of same**



## **Grade (B):**

**The conclusion is supported by fair evidence.**

**Results are from studies with minor methodology concerns, or with weaker designs, or with differing results**

## **Grade (C):**

**The conclusion is supported by limited evidence or expert opinion.**

**The results are from studies of weak design for answering the practice question or there is substantial uncertainty attached to the conclusion because of inconsistencies among the results from different studies**

## **Grade (D):**

**A conclusion is either not possible or extremely limited because evidence is unavailable and/or of poor quality and/or is contradictory.**

**The results are from a single study with major design flaws or from studies with such contradictory results that conclusions can't be drawn. Alternatively, evidence is lacking from either authoritative sources or research involving humans**



# Evidence Grading Checklist



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- If you are not familiar with the PEN<sup>®</sup> grading system please refer to the Evidence Grading Checklist on the PEN<sup>®</sup> Author's and Reviewer's Guide page on the PEN<sup>®</sup> website:

PEN<sup>®</sup> Author's Training Modules

Evidence-based Process module

**Evidence Grading Checklist**

<http://www.pennutrition.com/WriterGuide.aspx>

# Reviewing Background Documents

- These provide general knowledge information about a topic that will be useful to a new practitioner or will serve as a refresher for more experienced professionals.
- They usually are one aspect of a knowledge pathway but sometimes it is the only aspect until there are practice questions added.
- Reviewers should note if there are key country-specific professional tools and resources that should be added or that should be removed?

# Reviewing Toolkits

- Practice Guidance Toolkits are based on the information found in the practice questions and occasionally the Background document
- Written after the practice questions and the Background have been reviewed
- All aspects can be reviewed but in particular:
  - The PESS (problem, etiology, signs and symptoms) Statements in the Nutrition Diagnosis section
  - the tools and resources for clients and professionals for country applicability



# Reviewing Tools and Resources



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Related tools and resources can be for clients and/or professionals:

- Are the tools listed correct for your country?
- Are there any missing (country-specific or international)?

If yes, recommend ones that:

- match the PEN evidence
- are not commercial

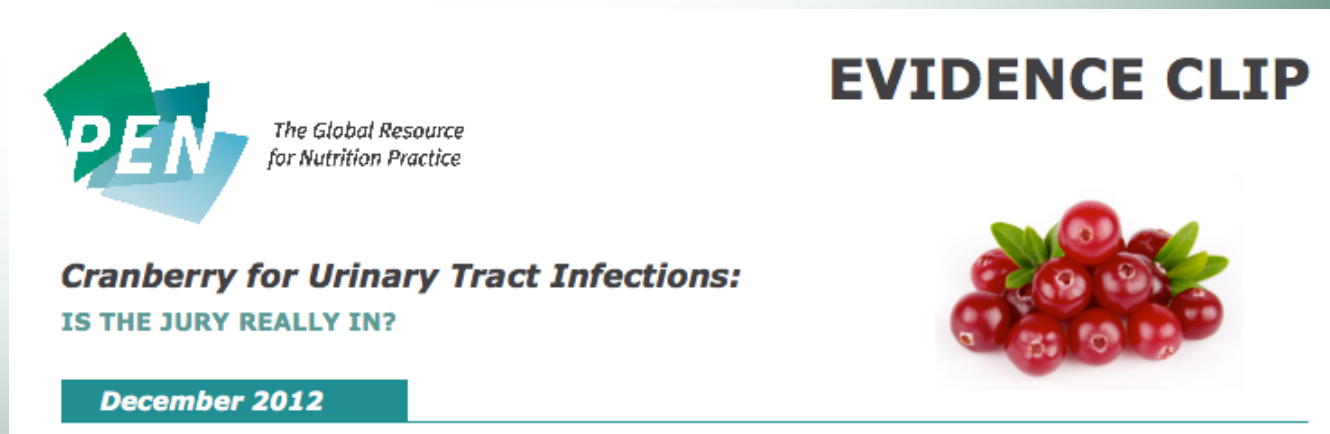
- Review the PEN guidelines for approval




<http://www.pennutrition.com/WriterGuide.aspx>

# Reviewing Evidence Clips

- Does the evidence clip read well?
- Any key points missing from the supportive evidence?
- Is the “bottom line” practice section practical enough?
- Any other aspects you would like to see addressed?




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**EVIDENCE CLIP**

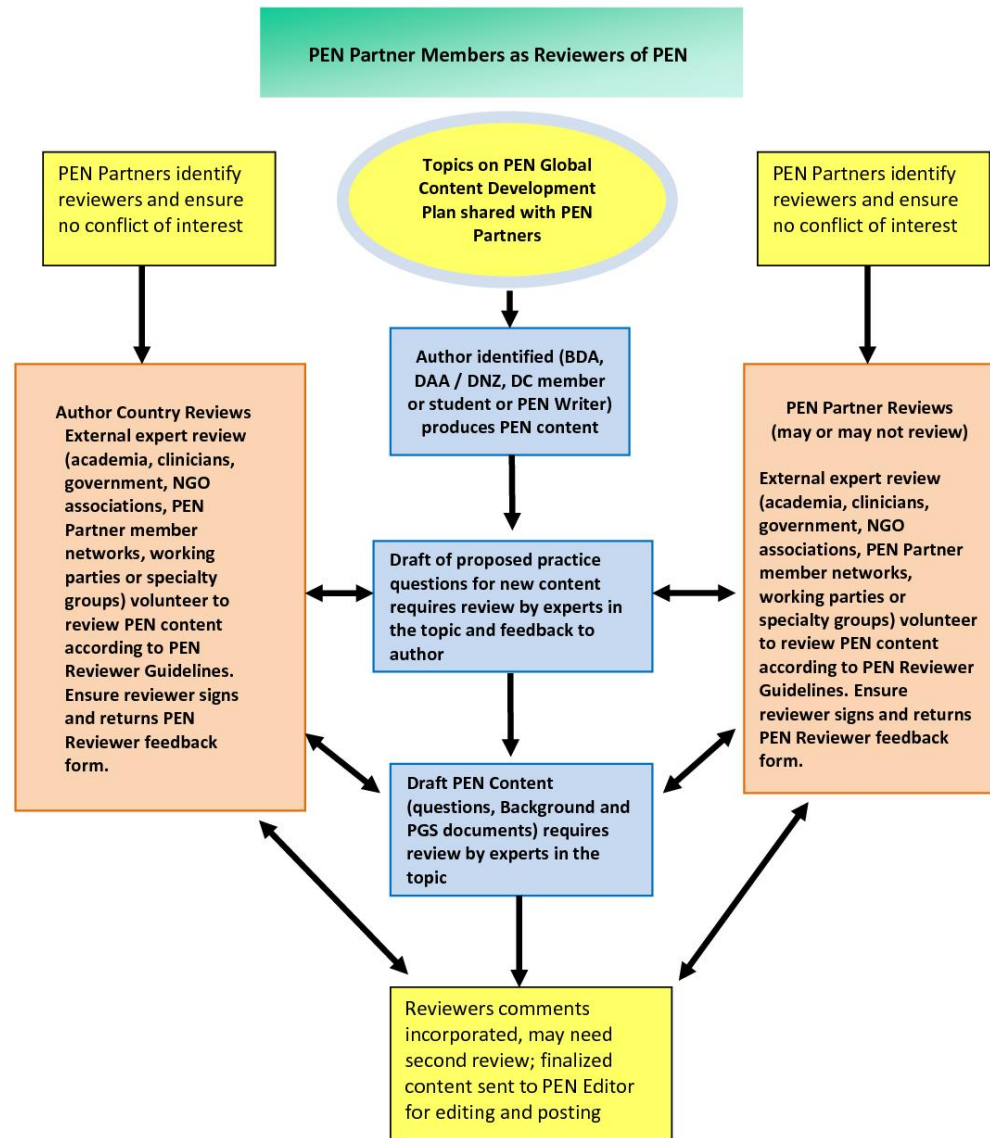
***Cranberry for Urinary Tract Infections:  
IS THE JURY REALLY IN?***

**December 2012**

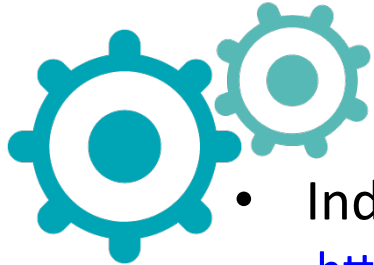




# How to get involved - Reviewer








# Reviewer's Process



- Indicate interest in being a PEN reviewer:  
<http://www.pennutrition.com/BecomeAuthor.aspx>
- You will be sent an invite from our PEN Content Monitoring System (**PCMS**). Accept the assignment by clicking on the link in the email invite which takes you to the PCMS to respond.
- The WORD document with content to review will be uploaded to the assignment you have accepted in the **PCMS**
- Use Track Changes to provide feedback
- Upload the document to the **PCMS**.
- You will be asked to complete PEN Reviewer's Feedback form in the **PCMS**.
- Author may have questions for clarification
- Receive acknowledgment of your contribution once content posted in PEN.

# Reviewer's Forms

## Reviewer's Feedback Form



**DC PEN: Practice-based Evidence in Nutrition®  
REVIEWER'S REPORT TO PEN® PATHWAY COORDINATOR**

Title of Knowledge Pathway: \_\_\_\_\_

Practice Question / Background (if not complete pathway review) \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

**Recommendations for this Knowledge Pathway / Key Practice Question:**

Accept as is

Accept with minor revision (Unless notified otherwise by you, we will **not** circulate minor revisions for further review.)

Accept with major revision (e.g. a major re-approach to analysis or new data incorporated)

Reject

**Confidential Comments to the PEN® Pathway Coordinator:** (Please support your recommendations and indicate which comments you made to the author are critical, require corrections to make the practice answer or Knowledge Pathway acceptable.)

## Declaration of Affiliation and Interests

### Declaration of Affiliations and Interests Form PEN: Practice-based Evidence in Nutrition®

Name: \_\_\_\_\_

I have reviewed my current activities and those of recent years, particularly as they relate to the attached *Affiliations and Interests Checklist*. I have also considered the activities of my spouse and immediate family members in so far as they could be viewed to affect my impartiality.

I bring the following to the attention of the PEN: Practice-based Evidence in Nutrition® team:

I hereby certify that I am not in a position of real, potential or apparent conflict of interest except as disclosed above.

# Conflict of Interest

- Affiliations and Interests Checklist
- In reviewing your activities (and those of your spouse and immediate family members) to determine whether they affect your impartiality or create a real, potential or apparent conflict of interest, among other things, consider the following:
  - Investments in a business enterprise (Other than mutual funds or Registered Savings Plans)
  - Retirement Savings Plans that are not self-directed);
  - Participation as investigator in clinical trials of relevance to the knowledge pathway;
  - Previous, present and potential Contracts, Grants and/or Contributions;
  - Pending negotiations regarding potential contracts;
  - Honoraria and other sources of personal income;
  - Gifts and hospitality of significant value;
  - Travel sponsorship;
  - Promotion of a product(s) of relevance to the knowledge pathway;
  - Publications;
  - Public statements;
  - Lobbying activities;
  - Membership in special interest groups;
  - Expert testimonies in court;
  - Any interest or activity, which may create a reasonable apprehension of bias.

# Benefits of Being a Reviewer



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- Be recognized and listed as a pathway contributor for your contribution to an internationally recognized database
- Be part of an international review process
- Add to your professional continuing education dossier; you may print out a letter of contribution from your Profile in the **PCMS**



Thank you for reviewing this guide.



If you have any questions please contact:

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# Want to be a PEN<sup>®</sup> Reviewer?

- If you have been invited to be a PEN<sup>®</sup> reviewer then respond to the invitation by clicking on the link in the email invitation you received.
- If you want to submit your name for consideration as a PEN<sup>®</sup> reviewer please go to the PEN<sup>®</sup> website: Become an Author or Reviewer:

<http://www.pennutrition.com/BecomeAuthor.aspx>

# Reminders:

- sign-up for PEN eNews newsletter
- follow us on social media

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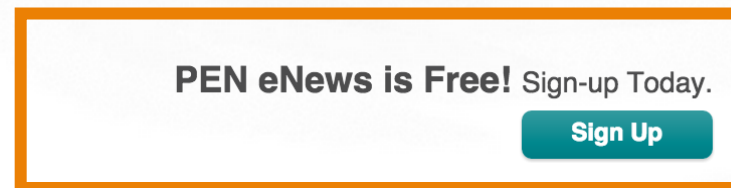
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### Newsletter List

- ▶ VOLUME 4, Issue 5 - February 2015
- ▶ VOLUME 4, Issue S - PEN Holiday Season Count-down
- ▶ VOLUME 4, Issue 4 - December 2014

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eNews



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FROM THE EDITOR

## DIETITIANS SHARE EVIDENCE-BASED GUIDANCE

In the month of March, we saw dietitians showcase their evidence-based approaches to every day questions. Canadian dietitians showed leadership in Nutrition Month, with this year's theme focusing on practical, and evidence-based tips for grocery shopping to better health. We saw UK dietitians show their unique knowledge base on concerns related to processed meats. We saw Australian dietitians translate updated national healthy eating guidelines to consumers.

Sometimes dietitians share evidence-based guidance that is in contrast to popular trends. Take coconut oil – PEN's evidence analyses has shown that, compared to other fat sources, coconut oil does not raise total cholesterol and LDL cholesterol levels to the same extent as butter; but does increase total cholesterol and LDL levels to a greater extent than vegetable oils. As such, coconut oil cannot be recommended as a suitable alternative to non-hydrogenated vegetable oils despite its positive effects on HDL-cholesterol. <http://ow.ly/hAU8l>

Nutrition is filled with controversy. Dietitians cut through the nutrition clutter. Our foundational knowledge, training, critical thought and approach underpin a dietitian's skill to separate fact from fiction. We are accountable to our regulatory bodies, we are supported by our country's professional association, and PEN, our decision-support tool.

This issue of eNews has articles that will help you explore factors that may influence your decision-





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