

PEN[®]

Practice-based Evidence in Nutrition



Guide to Being a PEN[®] Reviewer



What PEN® Knowledge Objects Get Reviewed

- Knowledge pathways – all aspects
- Practice questions – updated and new
- Background documents
- Tools and resources
- Toolkits
- Trending Topics



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

- **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

- 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

- Are all of the highest quality references / studies / guidelines included?
- Does the Rationale (if applicable) provide useful information on the proposed or known mechanisms of action, reasoning behind research hypotheses and explanations for theories?
- Does the Comment section (if applicable) contain relevant information that does not belong in the evidence statements but is needed to support the KPP



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):

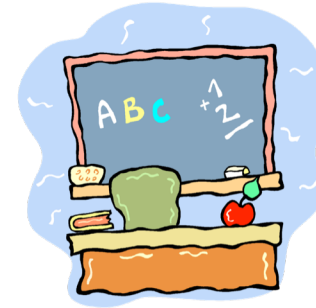
The conclusion is supported by limited evidence or expert opinion.

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





Reviewing Evidence Checklist

If you are not familiar with the PEN[®] grading system please refer to the:

PEN[®] Evidence Grading Checklist

on the **PEN[®] Authors and Reviewers Resources** page on the PEN[®] website:

PEN[®] Authors Tools

PEN Evidence Grading Checklist

<https://www.pennutrition.com/authorsreviewersresources.aspx>

Reviewing Background documents

- Backgrounds:
 - 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.
 - are usually one aspect of a knowledge pathway, but sometimes it is the only aspect until there are practice questions added.
- Reviewers can recommend an external link to background information if it is deemed a comprehensive overview of the topic, is congruent with the information in PEN and does not contain any advertising or sponsorship. An example would be the Merck Manual.

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
 - are only for nutrition care process or ‘clinical’ topic areas.
- All aspects can be reviewed, but in particular:
 - the PES (**p**roblem, **e**tiology, **s**igns and symptoms) statement(s) in the Nutrition Diagnosis section
 - goals in the Nutrition Intervention section

Reviewing Tools and Resources

Related tools and resources can be for clients and/or professionals. Each knowledge pathway contains a Related Tools and Resources section which can be sorted by Audience, Country and Language.

What to review:

- 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
 - apply health literacy principles
 - are free from sponsorship; not commercial
- Use in your review: [PEN[®] Guidelines for Third Party Tools & Resources Approval](#)

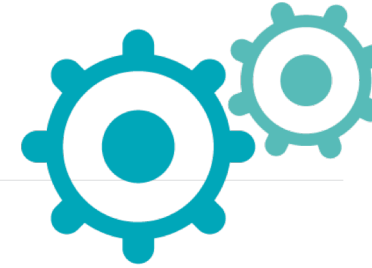


Reviewing Trending Topics

- Does the Trending Topic piece read well?
- Any there key points missing from the supportive evidence?
- If applicable - is the “bottom line” practice section practical enough?
- Any other aspects you would like to see addressed?

<https://www.pennutrition.com/TrendingTopics.aspx>

Reviewers Process



- Indicate your interest in being a PEN reviewer by completing the form at: <http://www.pennutrition.com/BecomeAuthor.aspx>
- You will be sent an **email** invite from our PEN Content Management 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 in the WORD to provide feedback in comment boxes.
- Save and upload the WORD document to the **PCMS**.
- You will be asked to complete PEN Reviewer's Feedback form in the **PCMS**.
- Author or PEN Editor may need to discuss your feedback and may get in touch with you
- You will receive acknowledgment of your contribution once content posted in PEN.



Reviewers Forms – completed online in the PCMS

Reviewer's Feedback Form

Declaration of Affiliation and Interests

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, requiring corrections to make the practice answer or Knowledge Pathway acceptable.)

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.

Transparency is important

The PEN[®] System values transparency at all stages of content development.

There is no commercial sponsorship on the PEN[®] website.

Conflict of interest statements are available for all PEN reviewers and authors.



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

- Enhance your critical appraisal skills
- 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 contact:

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DC: Beth Armour beth.armour@dietitians.ca

Ready to be a Reviewer?

- If you have been invited to be a PEN[®] 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[®] reviewer please go to the PEN[®] website: Become and Author or Reviewer:

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



Reminders...

1. Sign up for PEN eNews – its free!
2. Follow us on social media

Sign up for PEN eNews

The screenshot displays the PEN website interface. On the left, the 'PEN® Menu' is visible with options: Home, Contact Us, Help, About PEN+, Knowledge Pathways+, PEN Handout Collections, Practice Guidance Toolkits, Trending Topics, Calculators, International Guidelines Collections, Glossary, PEN eNews Issues, and Login. An orange arrow points from the 'PEN eNews Issues' menu item to the 'PEN® eNews Issues' section on the right. This section features a description of the e-newsletter and a grid of issue cards for Volume 7, including 'Issue 5' (April 2018), 'Issue 4' (February 2018), 'Issue 3' (December 2017), 'Issue 2' (September 2017), and 'Issue 1' (June 2017). Each card has a 'Read More' link. An orange arrow points from the 'Read More' link of the April 2018 issue to the 'PEN eNews is Free! Sign Up Today' button at the bottom right of the page. The bottom right of the page also features a 'SIGN-UP TODAY' button with a right-pointing arrow, which is pointed to by an orange arrow from the bottom right of the image.

OR
PEN® Login Page



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