

## **Guidelines for creating a new Non-Disease Related Background or updating an existing Non-Disease Related Background document:**

### **Creating a new** Background document – following the template below:

- Topic Overview, basic information and regulatory information - look for relevant links – [see suggested sources for Background information](#)
- instead of tables look for links as tables do not always do well in the PEN content editor
- Key Resources for Professionals - link to anything we could that is already in PEN - e.g. questions, International Guideline Collections, Tools and Resources in the specific KP(s) related to the topic.

### **Updating an existing** Background document:

- mother pie (stuff that we know hasn't changed) content likely can stay
- any content assessed as no longer being needed because we have a question that covers it or the topic is no longer relevant can be deleted
- any tables that could be deleted and linked to something similar is best
- Topic Overview, basic information and regulatory information - look for relevant links – [see suggested sources for Background information](#), some content can be left as is if it is something that has not changed
- Key Resources for Professionals - link to anything we could that is already in PEN - e.g. calculators, questions, International Guideline Collections, Tools and Resources in the KP
- check all links that are being left in to make certain they are to the correct content
- check all links in the references - for example I found a couple of references were the links were good but the content had been updated - so updated the reference date - sometimes happens with government links; if link no longer working look for replacement if needed.

### **Other Background documents to look at:**

[Dietary Supplements](#)

[Sweeteners](#)

**Topic (specify) Background – Non Disease–Related**

**Importance of Topic to Practice**

**Topic Overview (who, what, where, why and how of the topic)**

**Relevant basic information / background questions on the topic to support the PEN question content**

**Canadian Regulatory Issues (quality / safety monitoring, labeling, etc)**

**Definitions (check the PEN glossary prior to creating additional definitions or glossary terms)**

**Key Basic Resources for Professionals (key resources for the professional to understand the topic: links, books, partner Networks /Interest Groups, Communities of Practice, websites etc.)**

List alphabetically and divide by country of origin

Title: (all capitals)

Description: (Include the publisher name in the description)

URL - (provide links to all languages available)

**Example:**

***Canada***

**Title:** [Defining the Role of the Registered Dietitian in Dysphagia Assessment and Management. A Statement of Dietitians of Canada](#)

**Description:** The role of the registered dietitian in dysphagia assessment and treatment is described including knowledge and skills needed for conducting swallowing assessments.

**Title:** Canadian Diabetes Association 2013 Clinical Practice Guidelines

**Description:** The Canadian Diabetes Association 2013 Clinical Practice Guidelines for the Prevention and Management of Diabetes in Canada is a health professional tool to guide practice and it is now available as a searchable document.

[English](#)

[French](#)

***United Kingdom***

**Title:** [Best Practice Guideline for Dietitians on the Management of Parkinson's](#)

**Description:** This practice guideline produced in 2015 by the British Dietetics Association and Parkinson's United Kingdom provides guidance for dietitians working with people with [Parkinson's Disease](#). It includes information about the nutritional consequences of Parkinson's Disease and strategies for managing a variety of nutrition related symptoms.

**Web Links Tool & Resource**

\* If there is more than one general website recommended, then a separate Related Tools & Resources called Web Links should be developed. This would include the title of the KP followed by the term Web Links. It needs to include a disclaimer as websites are dynamic and their PEN review would only occur with review of the KP, generally every 3 years. In addition content in general websites is often larger than just nutrition content which cannot

be verified by PEN for its information.

Standard Web Links format:

Disclaimer:

These external tools/resources are provided as sources of additional information believed to be reliable and accurate at the time of publication and should not be considered an endorsement of any information, service, product or company.

Group by Countries

Title: KP "name" Web Links

Description: A collection of websites related to xx (name the KP)

Note: hyperlink title to website, unless available in more than one language, then provide the links to each language

**Example:**

**Vegetarian Web Links**

These external tools/resources are provided as sources of additional information believed to be reliable and accurate at the time of publication and should not be considered an endorsement of any information, service, product or company.

***United States***

**Title:** [The Vegetarian Resource Group](#)

Description: This web site contains articles and position papers on vegetarian diets, recipes, information about restaurants and nutrition through the lifecycle.

**Title:** [Vegetarian Nutrition Dietetic Practice Group](#)

Description: An Academy of Nutrition and Dietetics practice group offering continuing education opportunities and information on vegetarian topics.

**Additional Resources / Readings for the Professional**

**Other (controversies, up-and-coming topics, economic considerations etc.)**

**References (use the PEN format – see [PEN® Style Guide](#) page 9)**