

## **PEN Content Management System (PCMS) – Reviewer Assignment**

### **1. An account Is Created for All Contributors in the PCMS**

- A potential author or reviewer must be added as a contributor to the PCMS before they can be invited to author or review PEN content.
- If this is your first time using the PCMS, you will receive an email with information on your PCMS account. This will allow you to create/reset your password.

Sample email received by a contributor/user added to the PCMS:

Dear New Contributor:

We have created a new account for you in the PEN® Workflow system. Your email used to log into the system is: [newcontributor@gmail.com](mailto:newcontributor@gmail.com)

To start using the system, you must reset your password. Use the following link to reset your password:

[http://admin.pennutrition.com/password\\_reset.aspx?t=18446D3E08945](http://admin.pennutrition.com/password_reset.aspx?t=18446D3E08945)

Sincerely,  
The PEN® Global Team

### **2. You Will Be Invited to Be a Reviewer to the Assignment**

- This is an example of the invite you will receive. **Note:** the highlighted sections below will be automatically filled in by the system based on the specific assignment.

Sample email:

Dear New Contributor,

Being a reviewer is a vital role in contributing to, and building the dynamic PEN® System. We are looking for reviewers for updated content on: Diet Composition - Alkaline Diet to review the content from a Canadian perspective, in addition to its accuracy, clarity and usefulness to practitioners perspective. As an expert in this area would you be interested in this role? The deadline for completion of the review is: 2020-12-31

Please open the following link to the PEN® Content Management System to respond to this invite [invite\_link]

The content for the PEN System is developed using validated and refined filtered information sources including synopses, well conducted systematic reviews (such as Cochrane Reviews) and reputable practice guidelines forming the basis for the evidence synthesis. Where filtered sources fail to address practice questions, relevant and scientifically valid articles are used for analysis, and synthesis. Extensive web searches for grey literature and unpublished resources are also used to find relevant materials referenced in the PEN System.

The role of the reviewer is described fully in the PEN® Reviewer's Guidelines [guideline\_link]. If you are a first time reviewer we strongly recommend you read the PEN® Reviewer's Guidelines and review the PEN® Reviewer's Tips PowerPoint Presentation [reviewer\_tips\_link]. The review should provide feedback to the author and make a judgment regarding the relevance, currency and acceptability of the content for review.

If you do not have regular access to the PEN System, please contact the Responsible Administrator for this assignment.

NB: Reviewers are required to read the Declaration of Affiliations and Interests and declare any conflicts of interest when they are submitting their reviews in the PEN Content Monitoring System (PCMS). These forms can be seen in the PEN® Reviewer's Guidelines [guideline\_link] but you will be asked to sign them in the PCMS.

You can include your contribution to the PEN System on your curriculum vitae. In many jurisdictions contributing to the PEN® system qualifies for continuing education credits towards competency attestation or ongoing credentialing. Once your review is completed you will be able to generate a letter of contribution in your PCMS profile.

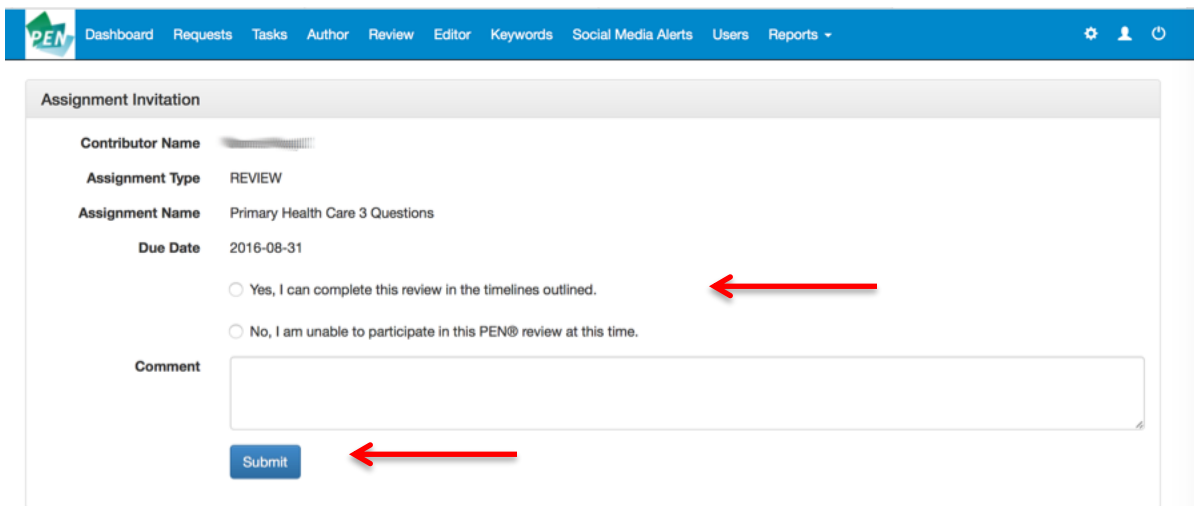
Please let us know if you agree to being a reviewer by: 2020-08-01

If you have any questions please contact: the PEN Content Manager at [pencontentmanager@dietitians.ca](mailto:pencontentmanager@dietitians.ca).

Sincerely,  
The PEN Global Team

### 3. Responding to the Invite - Once Logged Into the PCMS

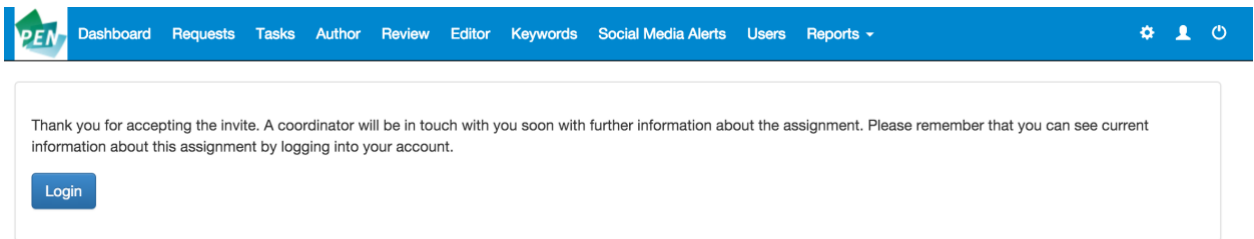
Click on the invitation link in the email and answer Yes or No. You are then able to add any applicable comments in the Comment box and click on Submit.



The screenshot shows the 'Assignment Invitation' form in the PCMS. The form includes the following fields and options:

- Contributor Name:** [Redacted]
- Assignment Type:** REVIEW
- Assignment Name:** Primary Health Care 3 Questions
- Due Date:** 2016-08-31
- Response Options:**
  - Yes, I can complete this review in the timelines outlined. (Indicated by a red arrow)
  - No, I am unable to participate in this PEN® review at this time.
- Comment:** [Text area]
- Submit:** [Submit button] (Indicated by a red arrow)

Once you click on Submit you will see this screen:



The screenshot shows the confirmation message after clicking Submit:

Thank you for accepting the invite. A coordinator will be in touch with you soon with further information about the assignment. Please remember that you can see current information about this assignment by logging into your account.

[Login button]

### 4. Email to Reviewer Who Has Accepted the Assignment

- You will receive an email that contains the link to the Review Assignment. The WORD document with the content for review is attached to the Comments section of your review assignment in PCMS.

Sample Email  
Dear [recipient]

Thank you for agreeing to be a reviewer for the updated PEN® content: [assignment\_description].

If you haven't already, you will now be given access to our PEN Content Management System by clicking on this [profile\_link] and adding key information to your User profile. In your User profile you can change your password.

If this is your first PEN review and you haven't read the PEN Reviewer's Guidelines [guideline\_link], please read them now. If you have previously reviewed for PEN please consider reading the guidelines as a refresher. If you have any questions please contact the PEN Team member who sent you this email.

The WORD document of the PEN content to be reviewed is attached to a replica of this email content in the comments section of your Review assignment in the PCMS. Please use Track Changes or insert "New Comment" in the WORD document to add your comments/questions that you may have for the author. If you are not familiar with Track Changes please review the document on the PEN website: Using Track Changes in WORD. Once you have finished your review please upload it to the Review Assignment page in the PEN Content Monitoring system by clicking here: [assignment\_link]

As noted in your invitation the deadline for this review is: [datetime\_due]. You will be sent a reminder a week before the deadline.

Once you have uploaded the WORD document with your comments you will be asked to complete the Reviewer's Feedback page in the PEN Content Monitoring System.

If you have any questions about the process please don't hesitate to contact me.

[responsible\_admin\_name]  
Responsible Administrator  
Email: [responsible\_admin\_email]

## 5. Declaration of Affiliations and Interest Form

- You need to complete the **Declaration of Affiliations and Interests (DAI)** Form by adding in the text box any activities you or you family are involved in that might affect your impartiality. This should appear on your Dashboard and will need to be completed.

uat.admin.pennutrition.com/contract\_sign.aspx?id=16

Dashboard Keywords

Agree

DAI

**Declaration of Affiliations and Interests Form**  
Practice-based Evidence in Nutrition<sup>®</sup>

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

I have reviewed my current activities and those of recent years, particularly as they relate to the attached *Affiliations and Interests Checklist* (shown on next page). 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 would like to bring the following to the attention of PEN Director, Practice-based evidence in Nutrition:

nothing to report

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

If before the PEN<sup>®</sup> content I am developing or reviewing has been completed there are any changes in circumstances that may place me in a position of real, potential or apparent conflict of interest I will inform the PEN Director.

**Declaration of DC's Right to Provide Personal Contact Information in PEN<sup>®</sup> System**

I agree to have my email address indicated in the Pathway Contributors section of PEN<sup>®</sup> so that subscribers may contact me if they have specific questions related to the questions I have answered.

[Affiliations and Interests Checklist \(for use with PEN<sup>®</sup>\)](#)

Finally you need to “sign” the Service Agreement and the DAI by scrolling to the bottom of the screen and typing your name into the text box beside

- You need to type your name into the **Name** box (this is your signature) and then click on the word **Agree**. This will submit the document to the assignment and notify the Responsible Administrator that the DAI is complete.

uat.admin.pennutrition.com/contract\_sign.aspx?id=16

Dashboard Keywords

- o Participation as investigator in clinical trials of relevance to the knowledge pathway;
- o Previous, present and potential Contracts, Grants and/or Contributions;
- o Pending negotiations regarding potential contracts;
- o Honoraria and other sources of personal income;
- o Gifts and hospitality of significant value;
- o Travel sponsorship;
- o Promotion of a product(s) of relevance to the knowledge pathway;
- o Publications;
- o Public statements;
- o Lobbying activities;
- o Membership in special interest groups;
- o Expert testimonies in court;
- o Any interest or activity, which may create a reasonable apprehension of bias.

Sign

Name

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You can open this agreement at any time by clicking on the green **Open** button. Then at the bottom of the screen you can find buttons to allow you to print your own copy of the DAI.

## 6. Submitting Your Review

Once you have completed your review it can be uploaded to the **Add a Comment** section of your Dashboard.

### IMPORTANT

Check off the: **check this box if you are an author submitting final content for editing or a reviewer submitting your review.**

The screenshot shows a web browser window with the URL `uat.admin.pennutrition.com/my_assignment_details.aspx?id=16`. The page title is "Legal Documents". Under "Legal Documents", there are two items: "Service Agreement Document" with a green "Open" button and "SIGNED" status, and "Waiver Document" with a "PENDING\_DOCUMENT" status and a red message: "This document has not yet been prepared by the Responsible Administrator. It should be prepared before you submit your feedback." Below this is the "Add a Comment" section, which includes a large text input area, an "Attach file" button, and two checkboxes: "check this box if you are submitting content or feedback for review" and "check this box if you are submitting final content for editing". A "Submit" button is at the bottom right. A red arrow points to the bottom of the form, and a green arrow points to the second checkbox.

## 7. Submitting Reviewer's Feedback Form

- Once you have checked off the above box, that this is your final review, you will be presented with the Reviewer's Feedback form to complete.
- You are asked to give an overall assessment of how much work the content still needs. If it needs substantial work, you are asked if you would be willing to review an updated version.
- You are also asked to provide the following information
  - ◇ your credentials
  - ◇ which email you want to have in the PCMS
  - ◇ and if you want to be publicly acknowledged in PEN for their review.

Note: The Author may ask for some clarifications of the review you have submitted.

## 8. Thank you Letter

- Once everything is complete an automated thank you letter will be sent to you.

## 9. Letter of Contribution

- Once your contribution is complete, you may print out a letter of contribution from your profile page.
- Go to your Profile – human icon - upper right hand corner, click on it and you will see at the bottom of the page a button '**Print Letter of Contribution**'. By clicking on this button a letter will be generated listing all of your contributions. You can choose a specific date range if you have been a PEN contributor before.

Dashboard Requests Tasks Author Review Editor Keywords Social Media Alerts Users Reports

Area of Expertise: Food / Nutrients Select Some Options

Area of Expertise: Professional Practice Select Some Options

Institutional Affiliation (Optional)

DC Role (Optional)

Country Canada

Province/Territory Quebec

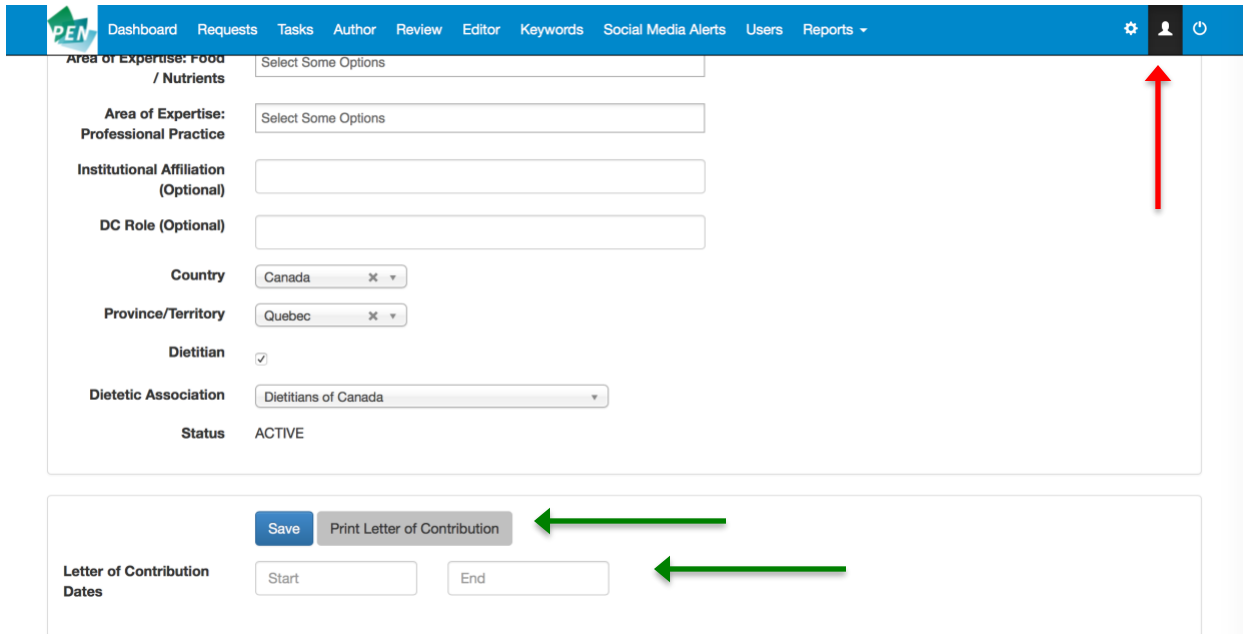
Dietitian

Dietetic Association Dietitians of Canada

Status ACTIVE

Save Print Letter of Contribution

Letter of Contribution Dates Start End



Thank you for using the PCMS!