

Guidelines for Creating a New Non-Disease Related Background or Updating an Existing Non-Disease Related Background Template

Creating a new Background document – following the template below:

- Topic Overview, basic information and regulatory information - look for relevant links
- complicated tables are not compatible with the PEN loading program. Provide the links to any included tables, if possible, and a reference for any tables that are adopted or adapted.
- Resources for Professionals – link to the Tools and Resources section of the Knowledge Pathway (see Template below for wording).
 - If resources are found that are essential for professionals to understand the topic, and are not covered in the background, practice questions or listed under Tools and Resources section, then provide the title and a URL link. The Resource Managers will add the resource to PEN (under Tools and Resources.) These resources may include links, books, partner Networks/Interest Groups, Communities of Practice, websites etc.
- Any word in the background that is a glossary item will highlight with a hover-over definition. If there is a term that you wish to add to the glossary, please provide the term and the reference.

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 there is a practice 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, some content can be left as is if it is something that has not changed
- Resources for Professionals – link to Tool and Resource section of Knowledge Pathway (see Template below for wording)
 - If resources are found that are essential for professionals to understand the topic, and are not covered in the background, practice questions or listed under Tools and Resources section, then provide the title and a URL link. The Resource Managers will add the resource to PEN (under Tools and Resources.) These resources may include links, books, partner Networks/Interest Groups, Communities of Practice, websites etc.
- check all links that are being left in to make certain they are to the correct content
- check all links in the references and make sure that the link is still active and that reference date and/or version are the most recent. This sometimes happens with government links; if link no longer working look for replacement if needed.

Sample Backgrounds:

Fructose

<https://www.pennutrition.com/KnowledgePathway.aspx?kpid=27641&trcatid=38> (2019)

Hemp Seed (2019)

<https://www.pennutrition.com/KnowledgePathway.aspx?kpid=7004&trcatid=38>

Sustainable Diets and the Environment

<https://www.pennutrition.com/KnowledgePathway.aspx?kpid=2709&trid=27502&trcatid=38>

Template

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

Regulatory Issues (quality / safety monitoring, labeling, etc.)

Resources for Professionals – link to current Tools and Resource section of the KP.

Insert the following wording:

Clinical practice guidelines, web links and other professional tools and resources can be found under the Related Tools and Resources (insert link) tab. Use the Audience, Country and Language sort buttons to narrow your search.

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

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