Reviewer System Manual

Best Practice Cultural Competence



IglooNation Tech, LLC

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DEVELOPMENT
&
CONSULTING
FIRM

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Home

Login

To login to the system, use your email address and assigned initial password in the login form on the Home Page. The initial password is "XavierO1".

Reset Password

To reset your password, enter your email address in the login form on the Home Page and press "Reset Password". An email will be sent to your email address with your new assigned password.

*Recommendation: KEEP this email or you will constantly have to reset your password if you forget it.

Study Inventory

Study Inventory Phase

The Study Inventory Phase permits you to upload an article and extract information from the article such as title and professions.

Purpose of Study Inventory Phase

Extract Information

To extract information from the article, you can highlight (copy) the required info and paste it into the designated fields.

Upload Article

To upload the article, click the "Browse" button on the Study Inventory form. (DNLY pdfs)

	Original Abstract
Article Code Code	ORIGINAL ABSTRACT
Article Retrieval Search Method ©Electronic ©Hand	
Database Database	
Article Info	
Target Professions Countries Not Specified	Citation
Not Specified United States of America Medicine Akrotiri	CITATION (APA) FORMAT
Pharmacy Albania	
Nursing Algeria	
Institutions	
A. T. Still University of Health Sciences	Relevant Points
Abilene Christian University Abraham Baldwin Argicultural College	RELEVANT POINT ONE
Academy of Art University	
Adams State College	
TITLE	RELEVANT POINT TWO
THOSE AVENTAD	
FIRST AUTHOR	
OTHER INSTITUTIONS	RELEVANT POINT THREE
DOI	RELEVANT POINT THREE
DOI	
PUBMED	
PUBMED URL	Type Document Type ▼ Published Month ▼ Year

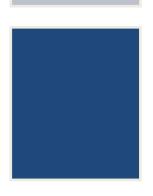
Pg. 03 Articles

Articles

Articles Phase

The Articles Phase displays the list of articles submitted by all reviewers. As a reviewer, you can view this list before you submit an article to prevent attempting to upload an existing article.





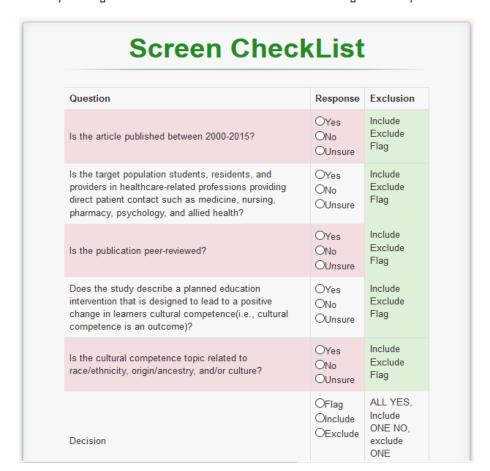
Article Screen Checklist

Article Screen Checklist

The Article Screen Checklist phase display the articles assigned to a specific reviewer. Reviewers are permitted to submit, view, and edit a checklist, view and download an article and view the article's Study Inventory. Once the reviewer submits an Article Screen Checklist, the view and edit link will be enabled and the submit checklist list will be disabled. Article Screen Checklists are completely blindly by two reviewers. In this phase reviewers screen the article to indicate whether or not the article should be included in the academic study.

Articles assigned to Reviewers

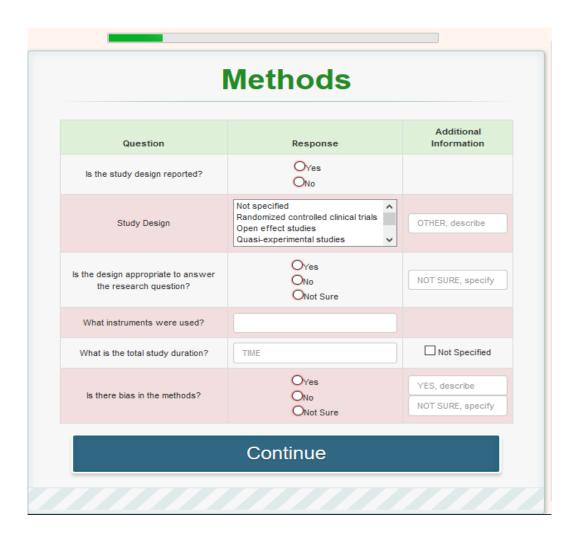
Reviewers are assigned articles based on their designated teams. Articles are dispersed randomly amongst team members, but reviewers are assigned an equal number of articles.



Data Extraction

Data Extraction

In Data Extraction Phase reviewers will be able to submit, edit, and view assigned articles data extractions. Reviewers will be able to edit and view Data Extractions submitted by one other reviewer that were assigned the same articles to data extract. This is the only phase in which the phase is not blind. The Data Extraction consists of a multi-phase form that will not save the answers until the reviewer clicks submit (once a reviewer starts, she must complete it in its entirety for it to be saved in the system).



QUESTS Appraisal

QUESTS Appraisal

The QUESTS Appraisal phase permits reviewers to provide a numerical grade to articles. Each reviewer will have a list of assigned articles and will be able to submit, edit and view their submitted QUESTS.

Question	Is that Clear?	Reviewer Comments
Description What was done?	Oyes ONo	
Justification Did it work?	Oyes ONo	
Clarification Why or how did it work?	Oyes ONo	

Kirkpatrick Rating

Kirkpatrick Rating

The Kirkpatrick Rating phase allow reviewers to provide articles with a score based on the Kirkpatrick Rating. Each reviewer will have a list of assigned articles and will be able to submit, edit and view their submitted Kirkpatrick Rating.

Kirkpatrick Rating			
Question	Response	Reviewer Comments	
Level 1 Learner's reaction to the Educational Intervention	Oyes ONo		
Level 2a Change of Attitudes/Perceptions	Oyes ONo		
Level 2b Change of Knowledge and/or Skills	Oyes ONo		
Level 3a Self-reported Behavioral Change	Oyes Ono		
Level 3b Observed Behavioral Change	Oyes ONo		
Level 4a Changes in Professional Practice	Oyes ONo		
Level 4b Benefits to Patients	Oyes ONo		