

# Symptoms and Conditions Guides for ChoosePT



## Guide Review Instructions for ChoosePT Editorial Liaisons

### Liaison's Responsibilities for Guide Reviews

Liaisons will work with APTA staff to help facilitate the review of assigned guides (approximately 2 per quarter) including:

- Recruit content experts to revise guides by the agreed-upon deadline(s), allow them two to three weeks.
- Serve as a reviewer or find an additional content expert for peer review for guides in which revisions or rewrites are extensive or when there is a question that needs another expert opinion.
- Work with APTA staff on any follow-on questions arising from copy edits before final publishing.

### Guide Review Process

1. APTA staff will provide the liaison with a list of guides needing review using the following criteria:
  - Date since creation or last review is  $\geq 5$  years and/or
  - Recent clinical practice guidelines (CPGs) have been published on the topic
2. The liaison will review or recruit appropriate content experts/reviewers to revise assigned guides for each quarter. APTA staff will provide the liaison with a Word.doc for each guide.
3. The liaison will work with the content experts for each assigned guide to agree on a date by which work will be completed (generally two to three weeks).
4. Reviewers should consult the "Considerations for Guide Review" when revising the guides and the additional resources section.
5. The liaison should forward guide text documents and the **ChoosePTGuideReview\_ContentExpertInstructions.pdf** to each content expert and introduce the content experts to APTA staff by copying [suzannekitts@apta.org](mailto:suzannekitts@apta.org) on email correspondence.
6. For guides with general rewrites and edits, content experts should send guides directly to the liaison who recruited them and copy [suzannekitts@apta.org](mailto:suzannekitts@apta.org). For guides with **extensive** rewrites, content experts should consider asking another content expert to review or work with the liaison for additional review and reconciliation of edits. If more than one content expert participates in the guide review, the liaison/content expert should submit a final cohesive set of recommended revisions showing tracked changes to APTA.
7. APTA will complete additional copy editing for readability, AP style, and grammar, and work with the liaison or content expert on questions that require further review if needed. APTA will send the edited guide back to the liaison or content expert for a final check to ensure copy edits did not change the

### Considerations for Guide Review:

1. Are changes needed based on current evidence (3-5 years)?
2. Have recent clinical practice guidelines (CPG) related to the topic been published?
3. Are there opportunities to strengthen the guide's recommendations to see a physical therapist? Have we taken advantage of opportunities to promote Find a PT where appropriate?
4. Are there words/phrases that can be simplified for comprehension at an elementary reading level?
5. Do the resources in the "Further Reading" section need to be updated/replaced with more recent references?

meaning of the text. APTA will publish the revised guide to [ChoosePT.com](http://ChoosePT.com).

8. In appreciation of your efforts if you are an author, revisor, or peer reviewer, your work will be acknowledged in the resource on the website as follows:

*Expert Reviewer: Firstname Lastname, PT, DPT, board-certified clinical specialist in \_\_\_\_\_ physical therapy.*

Academies/sections will be acknowledged for their contribution to the process with the following words after the liaison's (or expert reviewer's name, if appropriate), "*on behalf of the Academy of/Section on \_\_\_\_\_ Physical Therapy.*"

*Expert Review Date: \_\_\_/\_\_\_/\_\_\_*

*Author: Firstname Lastname, PT, DPT.*

**Last Updated:** 07/12/2022

**Contact:** [suzannekitts@apta.org](mailto:suzannekitts@apta.org)