Peer-Review Process

TOPIC SELECTION

The process of topic selection is carried out by polling the periFACTS OB/GYN Academy's subscribing participants for topic suggestions. The participants identify topics that are important and relevant to their current practice. Approximately 500 to 600 submissions are received each year, which include approximately 300 unique suggestions. Over a course of several meetings, the topics are reduced to 12 major obstetric topics that are deemed the most appropriate. These topics form the Obstetric and Fetal Monitoring Course and Antepartum/Postpartum Course curriculum for following year (See Figure 1). Of the 12 monthly topics chosen, every effort is made to include five or six articles that have a medical focus (i.e., preeclampsia, diabetes, renal disease, etc.), two or three articles that have a psychosocial focus (i.e., the difficult patient, anger management, and professional conflict management), a malpractice article, and a neonatal article.

A similar process is used to identify topics for our Women's Health Course. Women's Health articles cover the range of general gynecology, urogynecology (urinary incontinence), gyn-oncology (women's gynecologic cancers), infertility, and overall women's health.

ARTICLE WRITERS

The writers for the articles are invited personally by the Editor-in-Chief, and they are paid an honorarium. The article writers may be drawn from the University of Rochester, but many are from other Universities or related facilities. With few exceptions, the writers are physicians, Ph.D.s, or masters-prepared nurses. The Editor-in-Chief meets with each article writer to discuss the topic they will be presenting and the direction of the content outline.

A confirmation email is sent to the article writer to confirm the article topic, draft due date, writer guidelines, and conflict of interest/speaker declaration forms needed to meet the continuing education accreditation requirements. The periFACTS OB/GYN Academy provides both medical and nursing continuing education credits*.

*The University of Rochester School of Medicine and Dentistry is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. This activity has been approved for AMA PRA Category 1 Credit™.

The University of Rochester Center for Nursing Professional Development is accredited with distinction as a provider of nursing continuing development by the American Nurses Credentialing Center's Commission on Accreditation.

The University of Rochester Center for Nursing Professional Development is approved by the California Board of Registered Nursing, Provider Number CEP12376.

REQUIRED CONTENTS OF ARTICLE

All articles submitted require the following:
- Learning outcomes
- An abstract
- Properly cited references
- Properly cited figures, tables, etc., that are modified from other sources or have written permission from the publisher if they are using someone else's figure or table
- The article writer's full name and credentials, as well as the full name and credentials of any contributing writers

EDITING PROCESS

After the article writer submits their final draft, the article goes through our editing process as well as through a plagiarism detection program.

Each article is edited by two perinatologists and one generalist in obstetrics and gynecology, as well as a non-physician editor, and a medical writer (Please see Figure 2). The articles then go through a pilot process, which consists of a volunteer group of our participants, who review the article and associated clinical case study/review test and provide feedback on the relevance and clarity of the article. The feedback is reviewed and any changes deemed necessary are made (Please see Figure 3).

The final version of the article is sent to the original writer(s) prior to publication for their review and approval. They are given 48 hours to review it and make any final comments.

Figure 1

Topic Selection Process
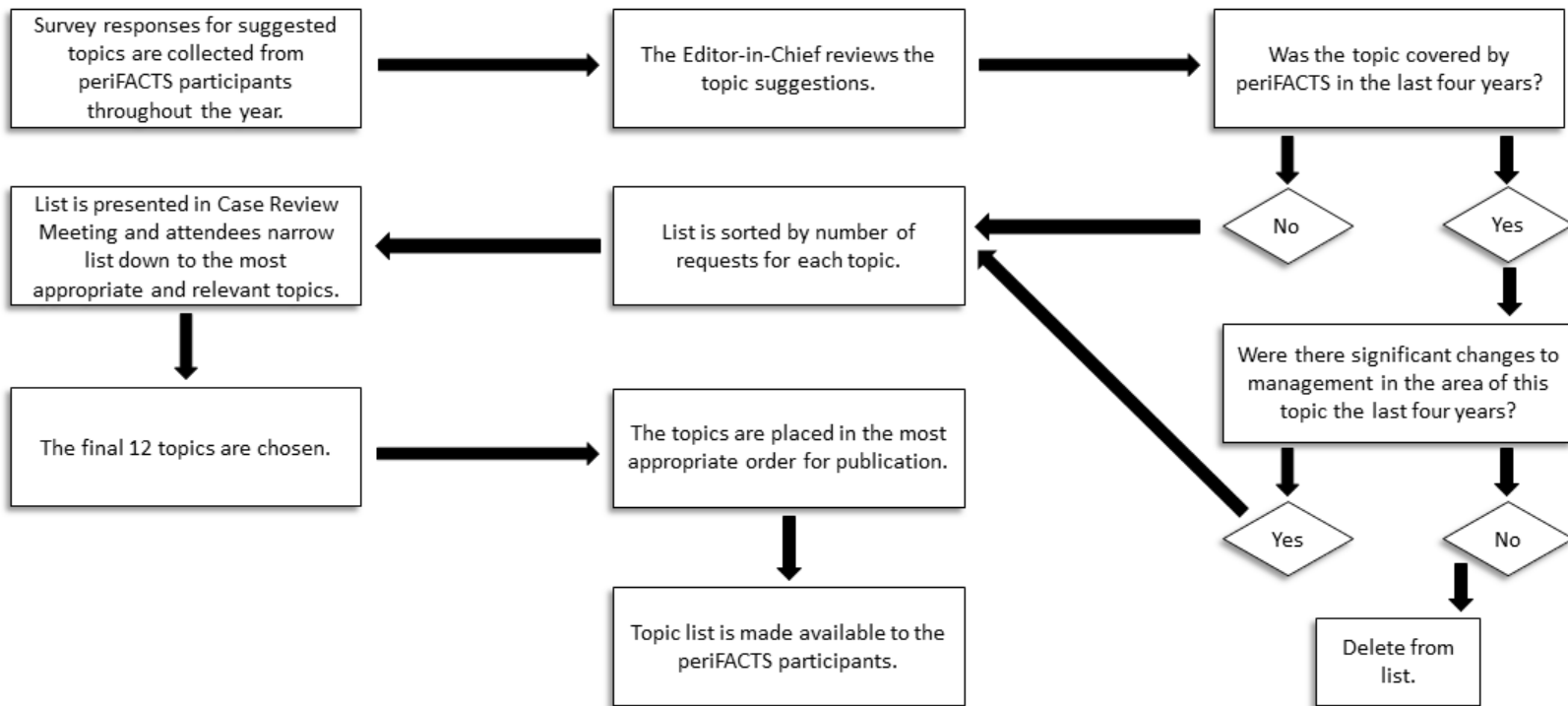
Figure 2

Article/Case Study Review Process

Writers for Articles and Clinical Case Studies/Review Tests are identified.	Article writers submit their articles.	Editor-in-Chief reviews all articles	First Medical Associate Editor reviews article

Editor-in-Chief reviews and consults with writer if necessary.

Editor-in-Chief reviews.

Yes

No

Major revisions/ questions

Second Medical Associate Editor reviews article.

Non-physician medical editor reviews article.

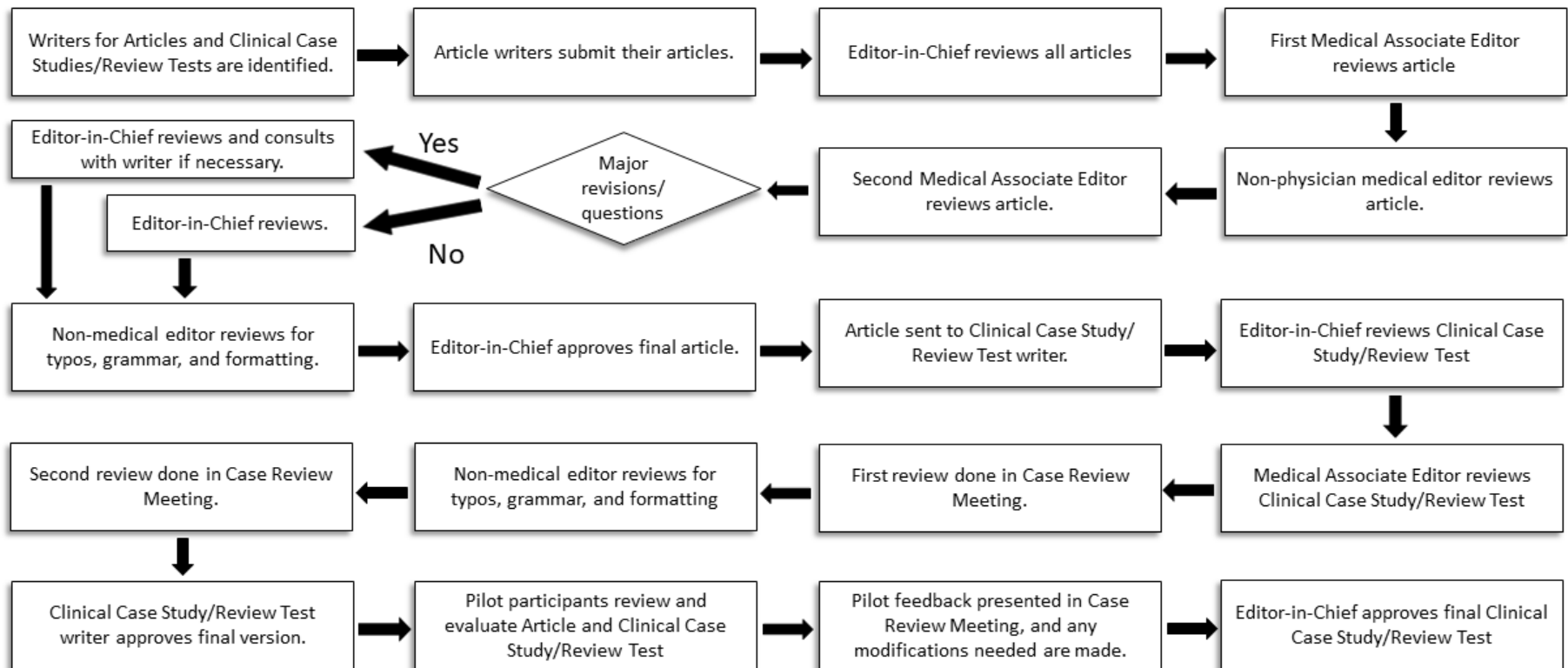|			
Non-medical editor reviews for typos, grammar, and formatting.	Editor-in-Chief approves final article.	Article sent to Clinical Case Study/ Review Test writer.	Editor-in-Chief reviews Clinical Case Study/Review Test
Second review done in Case Review Meeting.	Non-medical editor reviews for typos, grammar, and formatting	First review done in Case Review Meeting.	Medical Associate Editor reviews Clinical Case Study/Review Test
Clinical Case Study/Review Test writer approves final version.	Pilot participants review and evaluate Article and Clinical Case Study/Review Test	Pilot feedback presented in Case Review Meeting, and any modifications needed are made.	Editor-in-Chief approves final Clinical Case Study/Review Test

Figure 3

Pilot Program Process

Recruitment: Requests for pilot participants are emailed to all active periFACTS participants.	PeriFACTS participants interested in piloting one of the courses complete and submit Biographical Data and Conflict of Interest Forms.	The Biographical Data and Conflict of Interest Forms are reviewed by the Continuing Education Committee and participants are selected.	Selected pilot participants are notified that they have been chosen to be pilot participants and for which course they were selected.
A Pilot Summary Form is completed for each course segment, which summarizes time spent completing the course and compiles piloters' comments.	Each pilot participant completes the assigned course materials and submits a Pilot Feedback Form for each segment of their courses(s).	Each month, an email is sent to each pilot participant when that month's topic is ready to be piloted. The email includes a link to the Pilot Feedback Form.	Pilot participants are organized and registered for the pilot program in the learning management system (LMS).
Summaries of time spent are reviewed by the Continuing Education Committee and nursing contact hours are determined.	Pilot participants' comments are addressed and resolved, if necessary, in the Case Review Meeting.	Appropriate changes are made to the course materials for final publication.	Pilot participants receive their nursing contact hour certificates by email.