

WPPD Senior Pharmaceutical Care (PC) Paper Evaluation

Student Name:

First Draft Evaluation by: _____ Date Reviewed: _____

THE SUBMITTED DRAFT FOR REVIEW BY UF EDITORIAL TEAM:

_____ is ACCEPTABLE pending final report with minor revisions (checked below).

_____ is ACCEPTABLE pending final report with moderate revisions (checked below).

_____ is ACCEPTABLE pending final report with extensive revisions (checked below).

_____ is INCOMPLETE since MISSING at least 2 major sections as noted below:

(Please complete revisions and all missing sections as noted on the evaluation form and resubmit the final paper to Dr. Zuest as noted below)

_____ is NOT ACCEPTABLE as it lacks at least 3 major sections as noted below:

(Please complete all missing sections and resubmit to Dr. Zuest by the next deadline for 2nd review; make sure to address any additional comments noted on the evaluation form)

Student Directions for submitting final Pharmaceutical Care Paper:

Revise paper for final submission. Refer to the checklist and attached evaluation form below for specific suggestions.

Submit THIS COVER PAGE, THE 2 PAGE EVALUATION FORM, PLUS ONE COPY OF THE FINAL PAPER (PAPER COPY). It is recommended that you re-submit the final revised paper within 4 weeks of receiving feedback. The final packet must be received at least 6-8 weeks prior to the anticipated graduation by Dr. Zuest at the College of Pharmacy:

MAKE SURE TO INCLUDE A TITLE PAGE WITH COMPLETE MAILING ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER IN ADDITION TO INCLUDING THIS COMPLETED EVALUATION FORM!

Dr. Greg Zuest

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OVERALL, THE FIRST DRAFT IS:

_____ **Poor** _____ **Fair** _____ **Good** _____ **Very Good** _____ **Excellent**

Good luck in revising your final paper!

**University of Florida Working Professional Doctor of Pharmacy Program
Feedback Form for PC Writing Papers
(option #1, #2, or #3 paper submitted between the 6th and 8th semester)**

Student Name:

Evaluator:

Date:

****Each item requires a check mark in the appropriate column (N/A,0,3,3.5,4,4.5,5)**

0 2 3 3.5 4 4.5 5.0
Missing / Unacceptable Poor Fair/average Good Very Good Excellent

Section	0	2	3	3.5	4.0	4.5	5.0	Comments
Introduction of Topic/ Background 1. Information relevant 2. Importance of topic established 3. Well-organized 4. Purpose statement clearly stated								

Critique/Evaluation 1. Complete 2. Relevant to purpose 3. Accurate statement of facts 4. Tables outline relevant facts 5. Logical evaluation 6. Logically organized								
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Specific Suggestions for Revisions of the Paper:

_____ See notes written on paper.

Section	0	2	3	3.5	4.0	4.5	5.0	Comments
Recommendations/ Application 1. Complete 2. Appropriate application 3. Supported by evaluation above								
Conclusions 4. Answers the purpose statement (intro) 5. Valid/logical interpretations 6. Supported by evaluation above								
Overall Writing Style 7. Easy to read 8. Easy to follow 9. Concise 10. Structure-organized								

Additional suggestions for revisions:

_____ See notes written on paper.

CHECKLIST PRIOR TO SUBMITTING THE FINAL PC PAPER:

General Revisions; complete this section after other revisions completed:

Copy-edit the entire text, line by line, to correct spelling and grammatical errors.

Copy-edit all text throughout the paper for conciseness. Review sentence by sentence, and paragraph by paragraph. Delete unnecessary (or duplicative) words, phrases, or details (e.g. those already noted in tables) where possible to improve the final paper.

_____ See notes written directly on paper (when paper is mailed back directly)

Specific Revisions (checked where needed for individual papers):

Title page and general format for the paper:

_____ Add title page or add information to title page: Include student name, email address, mailing address, phone #, title of the paper, and which option # applies.

_____ Add heading (e.g., Introduction) or subheading titles, using consistent font type, bold or non-bold, underlined or not underline text to convey distinction of sections (e.g., larger font or bold for major headings, smaller font bold or underlined plain text for subheadings)

_____ Double space after each heading or subheading (e.g., Introduction)

_____ Separate paragraphs consistently, either by the use of paragraph indentation or double-space between paragraphs (often easier to read for reviewers)

_____ Paragraphs are sometimes/often lengthy, covering multiple topics or themes. Split up large paragraphs into smaller paragraphs which contain “like” themes or concepts.

_____ Sentences are sometimes lengthy. Split up long sentences into shorter sentences

_____ Use smallcase letters for drug names or drug classes, except to begin a sentence.

_____ Paragraphs should be longer than 1 sentence. Try combining sentences with similar “themes” or topics to construct paragraphs

_____ When using abbreviations, spell out the full term when first used within the paper, and use parenthesis to follow with the abbreviation. Ex: Acute coronary syndrome (ACS)

_____ Check for proper punctuation within sentences.

_____ Avoid using “quotations” except where direct quotes are relevant to the paper. Try describing the information using your own words or paraphrasing to convey the concepts.

_____ Move all numbered or bulleted lists to either tables and/or appendices. Give each Table and/or Appendix a number. Refer to each Table and/or Appendix by number where relevant within the text. Appendices are sometimes listed by letters (Appendix A), roman numeral (Appendix I), or number (Appendix 1).

_____ Other:

Introduction and purpose sections:

_____ **Add purpose paragraph** to the end of the introduction. Be clear and specific to the overall purpose of the paper. Describe what questions your paper is trying to answer.

_____ **Purpose statement should be edited** to be more clear and more specific as to the overall purpose of the paper. Describe what questions your paper is trying to answer.

_____ **Move purpose paragraph** to the end of the introduction.

_____ **Cite references by #** to support facts and statements throughout introduction

_____ Other: _____

Evaluation of studies section:

_____ Edit text for conciseness, delete text duplicated in tables except for key findings

_____ **REQUIRED:** Add tables which outline the design/findings of the studies reviewed

_____ Delete the minor details from the text, and refer to the tables for information regarding detailed study findings (goal: highlight the major findings and study design, and limitations in the evaluation section)

_____ Tables or figures are difficult to read; edit for legibility and clarity

_____ Refer to each table and/or figure by number within the paper where relevant

_____ Place tables (and figures if included) at the end of the paper, after the references

_____ If appendices are included, place them after the tables and figures

_____ Give each table, figure, and/or appendix a title and refer by number within text (example: See Table 1)

_____ Reformat tables in “landscape format” by saving in a separate word document

_____ Delete reference citation titles from text and headings (unnecessary since the reference should be cited by number after the sentence punctuation, and the full citation is spelled out in the References section)

_____ Shorten all subheadings within the evaluation section to a few words, up to one line of text if necessary (avoid using full citation titles as subheadings preceding evaluation of a specific study).

_____ Cite the study reference for each key studied evaluated in this section after the first sentence which initially describes the study.

_____ Other: _____

Clinical application or recommendations section:

_____ **Add this section** to follow the evaluation or critique section. Briefly summarize the key state of the art information that applies to your topic. These recommendations can be drawn from your evaluation as well as from consensus or practice guidelines on the topic where available.

_____ **Expand this section** to briefly summarize the key state of the art information that applies to your topic. These recommendations can be drawn from your evaluation as well as from consensus or practice guidelines on the topic where available.

_____ Include reference to current practice guidelines (if available).

_____ Other: _____

Broad Review Article (only noted for option #1 paper):

_____ **REQUIRED FOR BROAD REVIEW:** Include the hypothetical journal targeted on the title page, and the author instructions for submission (see Jan. or Dec.

issue). Follow the author checklist or instructions for the general formatting of the paper, including the abstract, title word count, spacing, and type of sections included in the paper.

_____ Place abstract on separate page before introduction.

_____ Other _____

Practice Paper (only noted for option #2 papers):

_____ Consider including an optional section which qualitatively describes your experience with the practice topic related to the purpose statement. For example, describe practice strategies and resources implemented. What were the perceived improvements in pharmaceutical care? What were the challenges, obstacles, and limitations of the practice implementation? May title this section "Practice Experience", "

_____ **REQUIRED:** Submitted papers should not include any institution-specific data or evaluative component; however, a qualitative description of a clinical or administrative practice implementation/plan may be described (see guidelines)

_____ Other _____

Conclusion:

_____ Add this section as described below.

_____ This section mainly contains discussion-type content rather than the "bottom-line" conclusions which are relevant to the purpose of the paper. Move discussion, specific evaluation, or speculative content into the more relevant section of the paper such as the evaluation, clinical recommendations, or discussion sections. Rewrite again after reviewing the purpose statement and the instructions for writing a conclusion section below.

_____ The conclusion section should include only brief, concluding statements **RELEVANT** and linking directly back to the purpose statement (generally 2-5 sentences which summarize the key findings relevant to the purpose statement).

_____ Move some of the more detailed, interpretive information to the critique or evaluation section, keep conclusions brief to answer your purpose statement as noted above.

Other Suggestions Regarding Revision of Content Scope, Evaluation, or Interpretations:

_____ Other: _____

References:

_____ Place references by # on a separate page, with "major header" for References

_____ Cite references in the order they appear in the text. (1) (2) (3), etc... This step is best done last, after the paper is finalized.

_____ Cite the clinical trials reviewed in the tables by # detailing studies evaluated, and note the reference number when referred to within the text (can delete full reference titles)

_____ Follow standard reference formatting such as that found in the AMA Manual of Style (see journals for examples of reference citations such as JAMA or NEJM).

_____ Add additional references to strengthen the paper (or to meet minimum review of 3 studies for the evaluation section) _____

_____ Unbold titles within references; use standard AMA style as noted above.

_____ Add punctuation after each reference; use standard AMA style as noted above.

_____ Other: _____

Miscellaneous:

_____ Other suggestions to improve the paper as noted below or written directly on paper.
