

### NRC NAVIGATOR VETTING TOOL

SECTION I: RESOURCE INFORMATION			
Resource Title			
Resource Year		Most Recent Version	
Resource Author(s) and Designation		Author(s) Organization	
Author contact info	<b>phone:</b>		<b>email:</b>
Resource URL if applicable:			

REVIEWER IDENTIFICATION			
Reviewer	Name:	Organization:	
Review Date: _____	Role/Designation:	Email:	Phone:

RESOURCE IDENTIFICATION	
What type of resource is it? <input type="checkbox"/> Program <input type="checkbox"/> Toolkit (incl. manuals, brief learning modules) <input type="checkbox"/> Report <input type="checkbox"/> Evidence Brief or Summary <input type="checkbox"/> Policy <input type="checkbox"/> Webinar/Podcast <input type="checkbox"/> Other: _____	Please provide a brief description of the Resource:
Who is the target audience? (e.g. Health professionals, lay public, health intermediaries)	Target audience: If target audience is lay public, discontinue vetting.

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What language(s) is the material available in?	Check languages that apply: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other (specify): _____
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**SECTION II: INCLUSION CRITERIA for ALL RESOURCES**

Criteria		Clarification			Details	Comments	Action
		YES	NO	N/A			
1.	Does the material contradict Canada's Food Guide for Healthy Eating and/or Canada's Physical Activity Guidelines?				If YES, please specify: <input type="checkbox"/> CFGHE <input type="checkbox"/> CPAG <input type="checkbox"/> Both		If No, start vetting process

**IIA: INCLUSION CRITERIA for POLICIES**

		Clarification			Details	Comments	Action
		YES	NO	N/A			
1.	Does the policy originate from federal, provincial or municipal agencies?				If YES, please specify: <input type="checkbox"/> Federal <input type="checkbox"/> Provincial _____ <input type="checkbox"/> Municipal _____		If no, discontinue vetting process
2.	Is the policy generalizable to the municipal, provincial or national population?				If YES, please specify: <input type="checkbox"/> Federal <input type="checkbox"/> Provincial _____ <input type="checkbox"/> Municipal _____		If no, discontinue vetting process

**IIB: INCLUSION CRITERIA for WEBINARS/PODCASTS**

		Clarification			Details	Comments	Action
		YES	NO	N/A			
1.	Is the presenter(s) considered an expert/credible in his/her field?						If no, discontinue vetting process

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2.	Do the objectives of the webinar/podcast align with NRC priority areas? (see list in <b>Details</b> column)				If YES, please specify: <input type="checkbox"/> Aboriginal health <input type="checkbox"/> Seniors health <input type="checkbox"/> Children’s health <input type="checkbox"/> Newcomers <input type="checkbox"/> Vulnerable populations <input type="checkbox"/> Mental Health and Nutrition <input type="checkbox"/> HEN (Healthy Eating and Nutrition)		If no, discontinue vetting process
3.	Was the webinar/podcast developed using best available evidence?						If no, discontinue vetting process
<b>IIC: INCLUSION CRITERIA for TOOLKITS</b>							
1.	Does the toolkit include best practices, models, templates, guidelines or other evidence based design elements that provide insight into a health promotion area for users?						If no, discontinue vetting process
2.	Does the toolkit include access to practical resources that support the implementation and evaluation of programs or services in health promotion?						If no, discontinue vetting process
<b>IID: INCLUSION CRITERIA for EVIDENCE BRIEFS, REPORTS or SUMMARIES</b>							
1.	Is the author or authoring agency considered credible?						If no, discontinue vetting process
2.	Does the evidence brief, report or summary include a balanced representation of best available evidence?						If no, discontinue vetting process

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<b>III: INCLUSION CRITERIA for PROGRAMS</b>						
<b>Best Practice</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>	<b>Action</b>
1. Was the program developed through review and incorporation of guidelines, protocols, standards, preferred practice patterns or other evidence that have been proven to lead to effective public health outcomes?						If No, discontinue vetting (unless program was developed using Aboriginal Ways of Knowing)
2. Has the program's effectiveness been evaluated? (qualitative and/or quantitative measures of outcomes and/or process using established methodologies).						If No, consider for promising or emerging practice (below)
3. Has the program been shown to be generalizable to more than one setting?						If No, consider for promising or emerging practice (below)
<b>Promising or Emerging Practice</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>	<b>Action</b>
1. Does the material have an evaluation plan (including qualitative and/or quantitative indicators) to measure program outcomes and/or process using established methodologies?						If No, discontinue vetting process
2. Has outcome data been collected?						If No, it is an <b>emerging practice</b>
3. Does outcome data demonstrate some positive outcomes, but not sufficient to be generalizable?						If Yes, it is a <b>promising practice</b>

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<b>Aboriginal Ways of Knowing</b> (adapted from Canadian Best Practices Portal <i>Aboriginal Ways Tried and True</i> )	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>	<b>Action</b>
1. Was the program developed through consultation with First Nations, Inuit and/or Metis communities (rural and/or urban)?						If no, discontinue vetting process
2. Is the program wholistic, incorporating indigenous cultural knowledge?						If no, discontinue vetting process
3. Does the program build on community strengths?						If no, discontinue vetting process
4. Does the program include a culturally-relevant and inclusive evaluation plan?						If no, discontinue vetting process
5. Has the program been evaluated using a culturally relevant and inclusive evaluation plan?						If no, it is <b>an emerging practice</b> ( <i>Aboriginal Ways of Knowing</i> )

### SECTION III: RESOURCE EVALUATION

<b>Criteria A</b>		<b>Rating</b>			<b>Clarification</b>	
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>
<b>• Source</b>						
1.	Source or authorship is clearly identified and affiliations clearly stated					
2.	Information is within scope of practice/expertise of author(s)					
<b>Criteria B</b>		<b>Rating</b>			<b>Clarification</b>	
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>
<b>• Credibility</b>						
1.	Information is presented in an objective, professional manner					

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2.	Commercial interests, sponsorships, or support are clearly stated				If YES, please specify:	
3.	Disclaimer advisory notice informing user to not use resource as substitute for consultation with health professional					
4.	Information sources are referenced					
5.	Date of creation/version/copyright Provided					
<b>Criteria C</b>		<b>Rating</b>			<b>Clarification</b>	
• <b>Quality</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Details</b>	<b>Comments</b>
1.	Messaging is relevant to stated topic					
2.	Messaging is relevant to target audience.					
3.	Spelling and grammar correct					
4.	Content does not mislead or distort the role of specific foods, nutrients, diets, eating patterns					
5.	Material does not contain offensive, gender, racial, religious bias or stereotyping					
6.	Material is organized in a logical manner					