

## Online Review System – Annual Review Tool

### Quick Reference

- Online Review System - <https://onlinereview.cps.ca>
- Select **Annual Reviews** on the ORS overview page
- Select the annual review by **Year** and committee/section **Name**
- Use the **Help** button throughout the system if you need more information.
- Annual Review period is started by staff in October and must be completed by the end of February.
- Annual Reviews will include any newly published documents that are 3 years old. Older documents will be included every 2 years based on their last reviewed date.

#### Guidelines for Annual Review of Statements and Practice Points

- All committees and section executives must conduct an annual review, and choose to either, reaffirm, revise, or retire each document. Further details are available in the CPS Member Centre at <https://members.cps.ca/Apps/Pages/member-committees>.

#### Performing a Review

- Chair/president will receive an email with a prompt to assign reviewers. Select **Confirm** once all papers have been assigned to start the annual review.
- Reviewers receive an email to review their assigned paper. They will have 3 weeks to enter their feedback.
- All committee/section members can review and enter comments for each statement or practice point in their group's annual review.
- Committee/section must discuss their group's papers (either online or during a meeting), and decide whether to reaffirm, revise or retire each paper.
- Chair/president must enter the group's decision in the annual review tool to close the process.
  - **Reaffirm**, no changes required, last reviewed date will be posted to the web version and paper will be eligible for review again in 2 years.
  - **Revise**, select a lead author. The system will save a draft intent in the lead authors ORS account. Last reviewed date will be posted to the web version and the paper will be eligible for review again in 2 years if the intent is not submitted.
  - **Retire**, chair/president must include a note of explanation which will be submitted to the Board for approval.

#### System e-mails

- Automatically generated by the system at various stages throughout the process.
- E-mails are personalized and links within are unique to you. Forwarding or sharing these links will allow someone else to access your account. Should they leave comments, they will be attributed to you. **Please do not share or forward system e-mails.**

#### Timelines and Process Stages

- Automated in the system and triggered by your actions.
- Timelines are auto set by the system but the review will proceed based on your actions (e.g. confirm assigned reviewers, entering final decision, etc). Nothing moves forward if you just **Save**.