

Checklist for Resource Inclusion in PaCE Directory

Resource Title:

The inclusion of new resources in the PaCE Directory requires that the learning resource meets the following quality review criteria:

	Criteria	Yes	No
Purpose	The aim or purpose of the resource is clear		
	The target audience is clearly identified		
	Learning outcomes are clearly identified		
Relevance	The resource supports the development of palliative care capabilities		
	The content is aligned to the stated aim and learning outcomes of the resource		
	The resource is relevant to the Australian context		
Current	The date of development / revision of the resource is provided		
	The resource is less than five years-old.		
	If 'No' check with an expert reviewer to determine if the resource content is still relevant		
	A clear plan for ongoing revision of the resource to ensure currency		
Quality	The authors / editorial board and their relevant credentials are clearly stated		
	The content / layout is well-developed and professional (ie, no typographical errors, consistent formatting, clear/logical layout, embedded hyperlinks are functional, visual graphics are suitable, glossary to explain terms and acronyms used)		
	A recognised referencing system is used throughout the resource		
	References cited are current (check for currency in relation to the resource publication date) and relevant		
Objectivity	Funding sources for the development of the resource are clearly stated (eg, included in the copyright or acknowledgement information)		
	Any conflict of interest related to commercial funding is declared		
Accessibility	The resource has a clearly stated Acknowledgement to Country and a cultural-sensitivity statement if appropriate		
	Terms and conditions for use are provided (eg, privacy policy, disclaimers, copyright, course fees - if applicable)		
	Information is provided to support access to and use of online resources (eg, minimum browser specifications, plug-ins required to use the resource are stated, navigation instructions and/or site architecture are provided)		
	Online resources are accessible and available to as many users as possible (ie, web-based resources are compliant with Web Content Accessibility Guidelines (WCAG) 2.0 (https://www.w3.org/TR/WCAG20/)		
Review Outcome:			
<ul style="list-style-type: none"> ○ If 'Yes' ask for completion of PaCE Directory Resource Information Form (https://forms.office.com/r/MMNTPNcaMt) ○ If 'No' provide feedback regarding review criteria and suggestions for improvement. 			