



## Step-by-Step Instructions for Converting Your HDA into a GEM

FPIN is excited to share the Good Evidence Matters (GEMs) project with our members! Designed to help both residents and faculty build critical appraisal and writing skills, we are offering a select group of authors the opportunity to convert their HDAs into a GEM summary.

To start,

1. Identify the highest-level and/or most recent article used in your HelpDesk Answer. Ensure that the article is **NOT** older than 3 years and is from an **indexed primary care** publication. This will be the article you critically appraise and turn into a GEMs summary.
2. Visit the **GEMs Member Resources** page and thoroughly review the **GEMs Author Instructions**. That will give you an overview of the project as a whole. Please also review the available resources to help with your work.
3. Submit a request via the EMS portal (click [HERE](#) for instructions). Authors that have submitted their HDA manuscript must include an **EMS number**. Please contact [GEMs@fpin.org](mailto:GEMs@fpin.org) if you do not know your EMS number. Your request will be reviewed, and will be approved if the article is not already summarized and meets the criteria of a GEMs article.
4. After receiving approval, you can begin work by completing the GEMs critical appraisal form and summary table provided to you. Carefully follow the instructions on the GEMs table template. Key considerations for summarizing the original research into the GEM table include:
  - a. Do not use the abstract to fill out your table – this will help avoid any plagiarism issues, and provide a more detailed, accurate summary.
  - b. Present as much detail as concisely as possible (follow the instructions on the summary table provided)
  - c. Always provide the statistics in a user-friendly fashion
  - d. Use confidence intervals, Number Needed to Treat, Likelihood ratios, etc
5. Once the work is complete, please submit the following to FPIN:
  - a. PDF copy of original article
  - b. GEMs Critical Appraisal Worksheet
  - c. Summary Table
6. The GEMs editor will review and provide any recommendations to you. You will need to make the necessary changes and resubmit your summary within two weeks. All GEMs authors must adhere to [FPIN's Due Date Extension Policy](#).
7. Once the final GEMs summary is approved by the GEMs editor-in-chief, it will be published in FPIN's journal, [Evidence-Based Practice](#).

For any further questions, please contact the GEMs Project Manager at [GEMs@fpin.org](mailto:GEMs@fpin.org) or by phone at 573-256-2066.