

# Public Commenting Guide

## Introduction

The directions below provide information on how to access the AORN Authoring System Public Commenting application. These comments will be reviewed by the document author(s) and considered for inclusion in the final published document.

## Step 1: Accessing the site

Notification of the open public comment period is posted on [www.aorn.org](http://www.aorn.org) under "News & Updates"



### Public Commenting 8/3-9/3

Comment on the Guideline for Transmission-Based Precautions.

Figure 1

After you click the link, the following page will be displayed:

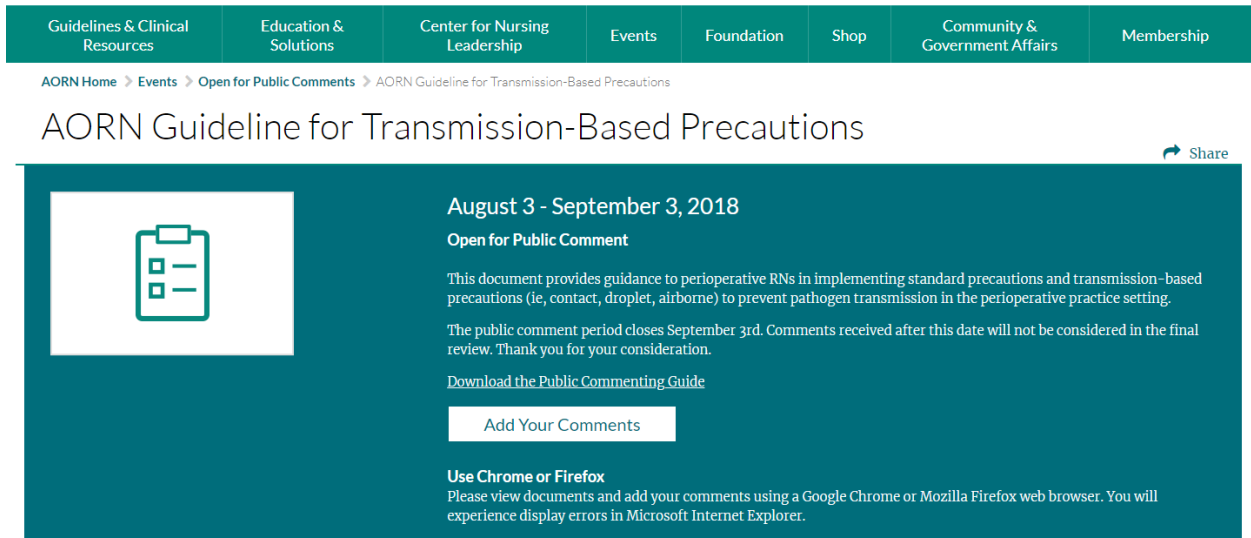
A screenshot of the AORN website page for the Transmission-Based Precautions guideline public comment period. The page has a dark teal header with navigation links: Guidelines & Clinical Resources, Education & Solutions, Center for Nursing Leadership, Events, Foundation, Shop, Community & Government Affairs, and Membership. Below the header is a breadcrumb trail: AORN Home > Events > Open for Public Comments > AORN Guideline for Transmission-Based Precautions. The main heading is "AORN Guideline for Transmission-Based Precautions" with a "Share" icon to the right. Below the heading is a large teal box containing a clipboard icon, the dates "August 3 - September 3, 2018", and the text "Open for Public Comment". The text explains that the document provides guidance to perioperative RNs in implementing standard precautions and transmission-based precautions (ie, contact, droplet, airborne) to prevent pathogen transmission in the perioperative practice setting. It also states that the public comment period closes September 3rd and that comments received after this date will not be considered in the final review. There is a link to "Download the Public Commenting Guide" and a button labeled "Add Your Comments". At the bottom of the teal box, it says "Use Chrome or Firefox" and provides instructions to use Google Chrome or Mozilla Firefox web browser for the best experience, noting that Microsoft Internet Explorer may cause display errors.

Figure 2

## Public Commenting Guide

Click “Add your comments” to open the document. If you are not logged in, you will be asked to log in using an AORN web login and password. If you don’t have one, enter your email address under “Create New Account” and click “Continue” to set up a login and password so that you can access the system. *Note: This login will be your personal AORN web account. It will allow you to comment on the current draft guideline as well as future draft guidelines.*

After logging in, the following page will be displayed:

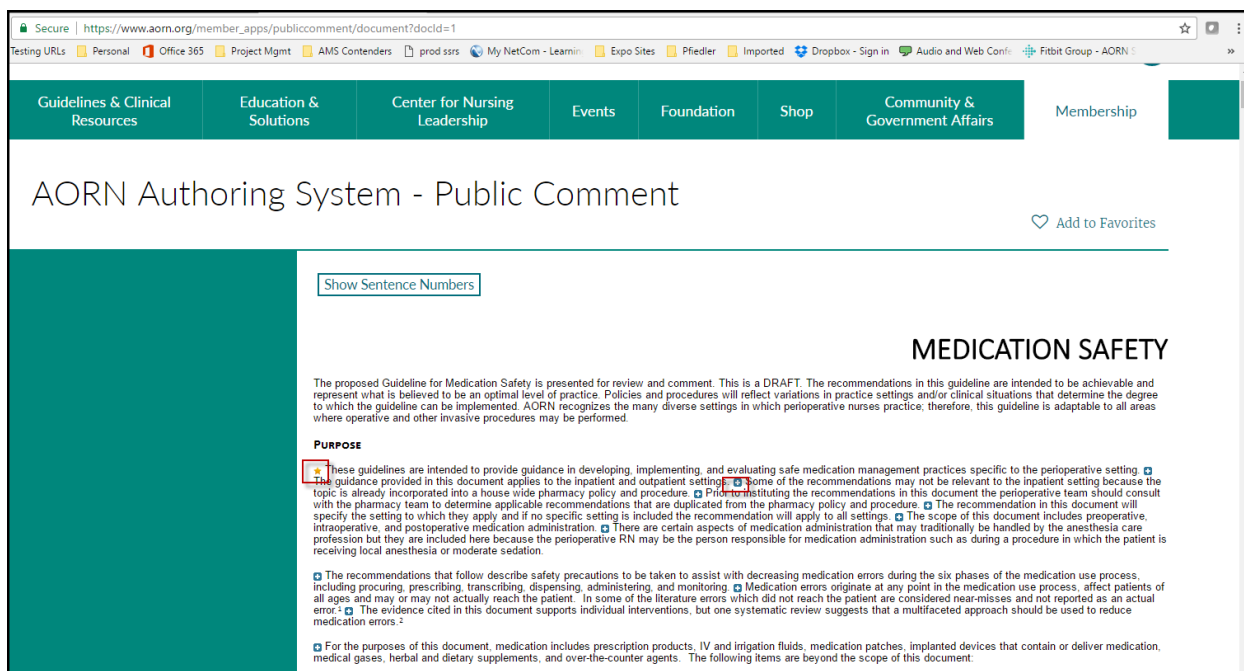


Figure 3

We recommend that you save the draft to your computer, print a copy if you like, and review the entire draft guideline and make notes before you begin submitting your comments. When you offer a suggested change in the comment field, it is very important that you suggest alternate phrasing, cite evidence to support your change, and provide a rationale for your suggestion. Without these important pieces of information, the document author(s) may not be able to incorporate your suggested change.

### Step 2: Navigate: Site Functions and Features

To submit a comment, simply click the plus sign (+) before the sentence in question. This will result in a pop-up where the comment can be entered and saved:

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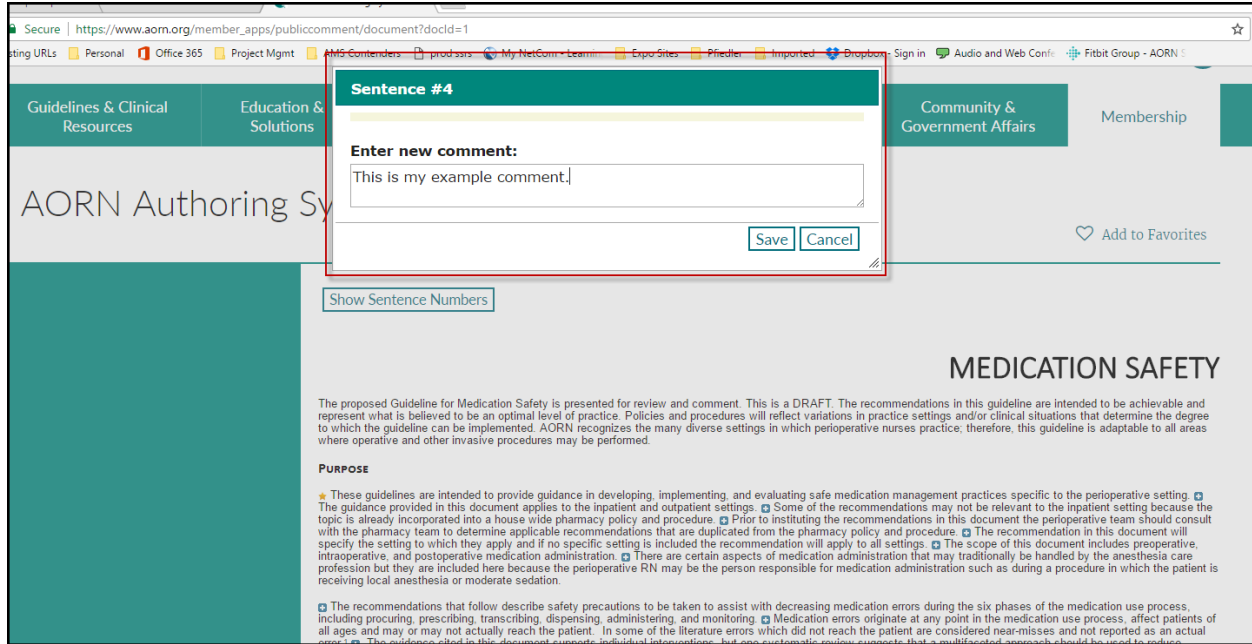


Figure 4

Once the comment is saved the plus sign changes to a star:

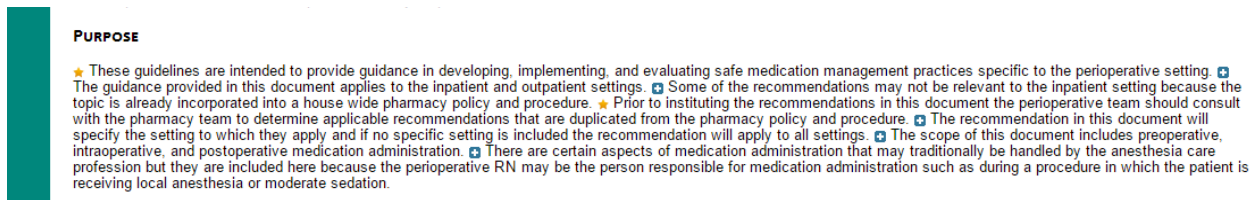
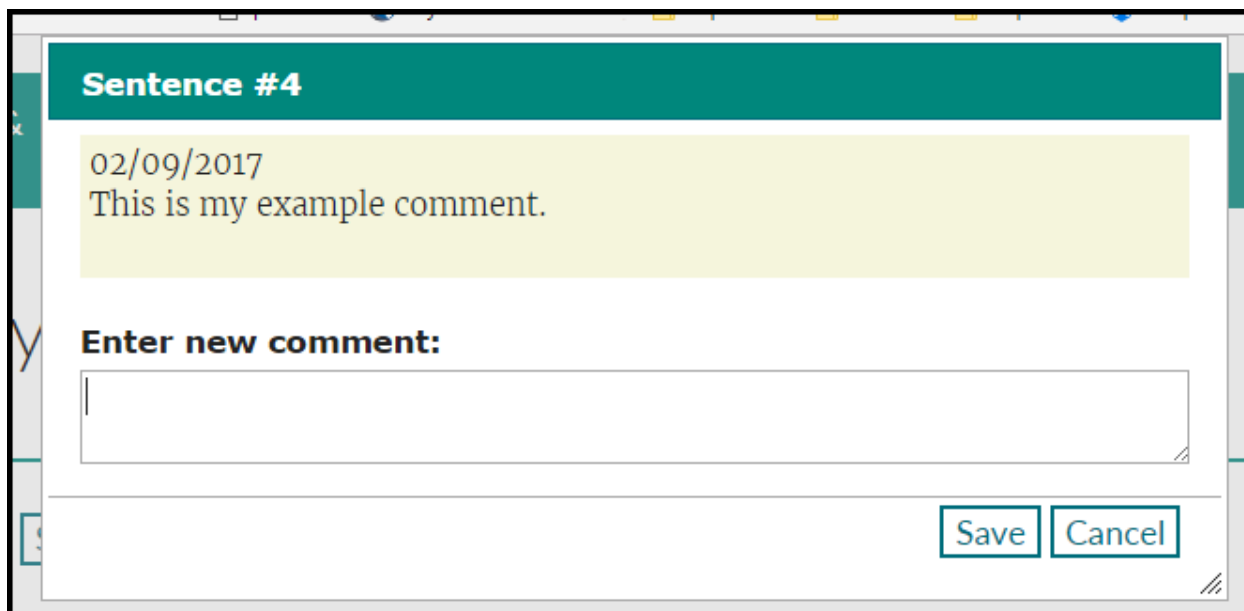


Figure 5

## Public Commenting Guide

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The comment can be viewed, as well as another comment added by clicking the star:



The screenshot shows a window titled "Sentence #4" with a teal header. Below the header, a yellow box contains the date "02/09/2017" and the text "This is my example comment." Below this, the text "Enter new comment:" is followed by a large text input field. At the bottom right of the window, there are two buttons labeled "Save" and "Cancel".

Figure 6

After you click "Save," the system will let you know that your comment was saved successfully. Note: *After you save your first comment, the system will automatically return to the location in the document where you left off, to add additional comments.*

If you have questions, please contact AORN Customer Service at [custsvc@aorn.org](mailto:custsvc@aorn.org) or 800-755-2676.