

**AMERICAN ACADEMY OF ORTHOPAEDIC
SURGEONS**

**PROCESS PROCEDURE
FOR TOPIC SELECTION/NOMINATION**

TOPIC SELECTION/NOMINATION

1.0 PURPOSE

The purpose of this document is to outline the topic selection and nomination procedure.

2.0 SCOPE

This procedure applies to all guidelines overviews developed by the American Academy of Orthopaedic Surgeons Guidelines Unit.

3.0 RESPONSIBILITIES

- 3.1 The Clinical Practice Guideline Manager (CPG Manager) or Evidence Based Medicine (EBM) Coordinator is responsible for receiving all new topics.
- 3.2 The CPG Manager or EBM Coordinator is responsible for reviewing the topic nomination form for completeness.
- 3.3 The AAOS Guidelines Oversight Committee (GOC) is responsible for reviewing the topics and for prioritizing all topic selections.
- 3.4 The Medical Librarian completes an initial literature search prior to topic consideration.
- 3.5 The AAOS Director of Research must approve all changes to this procedure. (see section 11.0 Chain of Approval)

4.0 APPLICATION

- 4.1 This procedure will help ensure that the AAOS guidelines topic nomination and selection process is transparent.

5.0 REFERENCES

- 5.1 Guideline Topic Nomination Form ((G:\GUIDELINES\GENERAL\Guideline Topic Nominations\Guideline Topic Nomination Form.doc) or (G:\GUIDELINES\GENERAL\Guideline Topic Nominations\guidelines_nom_form 2009.pdf))
- 5.2 Topic Prioritization Form (G:\GUIDELINES\GENERAL\Guideline Topic Nominations\Topic Prioritization Matrix.pdf)

6.0 SUMMARY OF METHODS

- 6.1 Topic Nomination Forms are submitted to either the CPG Manager or Evidence Based Medicine Coordinator.
- 6.2 The Medical Librarian completes an initial search on the proposed topic.
- 6.3 GOC reviews the Topic Prioritization Form and selects topics.

7.0 APPLICABLE SOFTWARE

- 7.1 Microsoft Office (Word) 2003

8.0 ESSENTIAL REQUIREMENTS

- 8.1 It is essential that the Guideline Topic Nomination Form be submitted two weeks prior to any GOC meeting to be included in the agenda.

9.0 PRECAUTIONS

- 9.1 New topics can only be considered when GOC meets which currently occurs twice yearly.
- 9.2 New guideline topics are considered by the GOC, as well as all developed guidelines that must be updated.

10.0 PROCEDURE

- 10.1 Topics may be nominated by:
- AAOS Board of Counselors
 - AAOS Committees
 - AAOS Council
 - Orthopedic Specialty Societies and/or the Board of Orthopedic Specialty Societies
 - AAOS Advisory Boards
 - AAOS Communications Cabinet
 - Individual doctors or patients
- 10.2 All individuals, committees, counsels, or societies nominating topics for guideline development must fill out the AAOS Guideline Topic Nomination Form (see Appendix I: Forms - Guideline Topic Nomination Form).
- 10.3 The Guideline Topic Nomination Form is submitted to the CPG Manager or EBM Coordinator.
- 10.4 The CPG Manager or EBM Coordinator reviews the Guideline Topic Nomination Form for completeness and the topic is catalogued for consideration at the next AAOS Guidelines Oversight Committee (GOC) meeting.
- 10.5 The CPG Manager or EBM Coordinator submits the topic nominations to the Medical Librarian and requests that a preliminary search be conducted.
- 10.6 The Medical Librarian completes a preliminary search of the topic and retains the results of the search electronically on the shared G:drive for reference.
(G:\GUIDELINES\GENERAL\Guideline Topic Nominations)
- 10.7 The CPG Manager or EBM Coordinator compiles the Guideline Topic Nomination Forms, results of the preliminary search for each topic and copies

the GOC Prioritization Form for each member of the GOC Committee (see Appendix I: Forms - Topic Prioritization Form).

10.8 Copies of the compiled documents are forwarded to the GOC Committee approximately two weeks prior to the GOC meeting for member review.

10.9 The GOC uses these documents to discuss, prioritize and select topics for guideline development at their biannual meetings as designated by the GOC Chairperson.

11.0 CHAIN OF APPROVAL

Approved By:
Charles M. Turkelson Ph.D.
AAOS Director of Research and Scientific Affairs

Janet L. Wies MPH
AAOS Clinical Practice Guidelines Manager

Signatures available upon request.