

**AMERICAN ACADEMY OF ORTHOPAEDIC
SURGEONS**

**GUIDELINE PROCESS PROCEDURE
FOR CHAIR & COMMITTEE SELECTION**

CHAIR & COMMITTEE SELECTION FOR GUIDELINE WORK GROUPS

1.0 PURPOSE

The purpose of this document is to outline the process of selecting a work group chair, vice-chair and work group members.

2.0 SCOPE

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

3.0 RESPONSIBILITIES

- 3.1 The Guidelines Oversight Committee (GOC), Evidence Based Practice Committee (EBPC), and/or the chairpersons of these committees are responsible for nominating the Guideline Work Group Chair person.
- 3.2 Input may also be provided by the AAOS Medical Director or Chair of the Council on Research and Quality (CORQ) concerning member nomination to lead a guideline work group.
- 3.3 The Evidence Based Medicine Coordinator will solicit member interest in a guideline topic via available communication means within the AAOS.
 - 3.3.1 Members interested in participating on a guideline work group must complete a short questionnaire and submit a brief version of their respective vita to the EBM Coordinator.
 - 3.3.2 All applicants must also declare their conflicts of interest in the AAOS electronic database. Declaration of COI must be completed prior to consideration for participation on any guideline work group.
 - 3.3.3 The EBM Coordinator will compile the applicant's information and submit it to the AAOS Guidelines Oversight Chairs. The Oversight Chairs will review all applicants and construct a work group that meets the requirements for the respective topic.
 - 3.3.4 The Oversight Chairs will also designate a member who will participate as Chair and Vice-Chair of the work group.
 - 3.3.5 The EBM Coordinator will notify all members of their participation status when the Oversight Chairs have completed their review and constructed the work group.
- 3.4 The AAOS Director of Research must approve all changes to this procedure. (see section 11.0 Chain of Approval)

4.0 APPLICATION

- 4.1 The intent of this procedure is to ensure transparency in the selection of a Work Group Chair, vice-chair and/or members.

5.0 REFERENCES

- 5.1 None.

6.0 SUMMARY OF METHODS

- 6.1 The EBM Coordinator solicits the membership for volunteers to participate on guideline work groups. He/She will also solicit external organizations who may have a vested interest in the guideline topic. (Please see the Guideline Stakeholders Document that defines levels of participation and numbers of allowed representatives from these organizations.)
- 6.2 The GOC and EBPC chairpersons select the Guideline Work Group Chairperson.
- 6.3 Members who wish to participate on a guideline work group must declare their conflicts of interest, submit a brief vita and fill out a brief questionnaire in order to be considered for participation on a guideline panel. (See Appendix)
- 6.4 Members who participate on a guideline work group must be available to attend the Introductory Meeting on the specified date and must have no relevant Conflicts of Interest.

Note: Members of guideline work groups must have no relevant conflicts of interest pertaining to the guideline they are working to help develop. In addition, members will not be able to maintain any relevant conflicts of interest (as determined by the AAOS Oversight Committee Chairs) for a minimum of two years (during development of the guideline and one year following publication).

7.0 APPLICABLE SOFTWARE

- 7.1 None.

8.0 ESSENTIAL REQUIREMENTS

- 8.1 It is essential that all participants (Chair, Vice-Chair, Work Group Members) disclose all conflicts of interest and have no relevant conflicts of interest.
- 8.2 It is essential that all participants (Chair, Vice-Chair, Work Group Members) understand and agree to abide by the rigorous AAOS Guideline Development Process.

9.0 PRECAUTIONS

- 9.1 Work Group members that cannot attend/participate in the meetings will not continue in the guideline development process.
- 9.2 All members of guideline work groups must have no relevant conflicts of interest during the development of the guideline and for one year post publication of the respective document.

10.0 PROCEDURE

10.1 Work group chairperson selection

- 10.1.1 The Guidelines Oversight Committee (GOC), Evidence Based Practice Committee (EBPC), and/or the chairpersons of these committees nominate the Guideline Work Group Chair person.
- 10.1.2 The Chair and the Vice Chair of the Guidelines Oversight Committee (GOC) and Chair of the Evidence Based Practice Committee (EBPC) must approve nominations for Work Group Chairperson. These members are jointly defined as the Oversight Chairs (OC).
- 10.1.3 The Oversight Chairs, in the absence of nominations from the GOC and/or EBPC, may also appoint the Chair of a guideline work group (WGC).
- 10.1.4 The WGC must have taken the AAOS educational course on evidence-based medicine or have equivalent training in evidence-based medicine. See the following links:

http://www5.aaos.org/oko/CME/templates/template_2/information.cfm?to pic=CME071
http://www5.aaos.org/oko/CME/templates/template_3/information.cfm?course=CME087

- 10.1.5 The WGC must declare his/her conflicts of interest at the same level as the AAOS Board of Directors (BOD)

Note: Members of guideline work groups must have no relevant conflicts of interest pertaining to the guideline they are working to help develop. In addition, members will not be able to maintain any relevant conflicts of interest (as determined by the AAOS Oversight Committee Chairs) for a minimum of two years (during development of the guideline and one year following publication).

- 10.1.6 The WGC and the vice-chair must agree to champion the guideline upon completion.
- 10.1.7 A solicitation letter is forwarded to the potential Work Group Chairperson (WGC) or he/she is approached by one of the Oversight Chairpersons. If he/she accepts the invitation to chair a guideline work group, the CPG Manager may schedule an introductory teleconference.
- 10.1.8 The CPG Manager coordinates the teleconferences with the schedules of the OC, Research Director, and WGC.
- 10.1.9 During this teleconference the following discussion points are reviewed:
- Rigor of the AAOS development process
 - AAOS Conflict of Interest and Covenant to Disclose

- Role of staff and physician work groups
- Make-up of a work group
- Potential vice chair candidates (Work Groups only)
- Potential work group members
- Timeline for completion of the guideline

10.1.10 The Introductory Meeting is a one day meeting held at the AAOS Headquarters.

10.1.11 The dates for the Introductory meetings are coordinated with the schedules of the OC and the AAOS Director of Research and are scheduled prior to the work group being chosen; therefore, member participation is contingent on his/her availability to attend the Introductory Meeting.

10.2 Work group member panels

10.2.1 Guideline work group members must have some training in evidence-based medicine.

10.2.2 Guideline work group members should be diverse. The work group should consist of members from various geographical areas, various demographic backgrounds and a variety of applicable specialty groups.

10.2.3 Guideline work groups consist of eight to twenty members, including the chair and vice-chair of the work group.

10.2.4 The work group members must adhere to all Academy policies.

10.2.5 The work group members must declare their conflicts of interest at the same level as the AAOS Board of Directors prior to work beginning on a guideline. Again, no member of a guideline work group may have any relevant conflict of interest.

Note: Members of guideline work groups must have no relevant conflicts of interest pertaining to the guideline they are working to help develop. In addition, members will not be able to maintain any relevant conflicts of interest (as determined by the AAOS Oversight Committee Chairs) for a minimum of two years (during development of the guideline and one year following publication).

10.2.6 The CPG Manager or Evidence Based Coordinator in conjunction with the OC ensures compliance to the AAOS disclosure policy.

10.3 Work group member selection

10.3.1 The Oversight Chairs construct a prioritized list of members they would like to participate from the list of members who have submitted application materials.

- 10.3.2 Once the OC construct and approves the potential list of panel members, the EBM Coordinator, CPG Manager, or her/his designee make contact with potential work group members and provide information concerning the next steps in the process.
- 10.3.3 Work groups generally consist of eight to twenty members. (See the Guidelines Stakeholder Document for additional information.)
- 10.3.4 Participation for all work group members is contingent on their availability to attend the introductory meeting.
- 10.3.5 Once members have been notified that they have been selected to participate on the work group, the CPG manager forwards to each panel member the introductory guideline informational packet and a welcome letter with additional details concerning the Introductory Meeting.

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.

APPENDIX QUESTIONNAIRE FOR POTENTIAL GUIDELINE WORK GROUP MEMBERS

Name:

1.) Please briefly describe your evidence-based medicine background, and how you implement evidence-based medicine into your practice.

2.) Have you taken the AAOS EBM course? If not would you do so before participating in the work group?

CME Courses on EBM can be found at:

- [Developing an Evidence-Based Clinical Practice Guideline](#)
- [Evidence Based Guidelines: What Do a Study's Results Mean?](#)

3.) Have you published any articles on this topic? If not already listed in your CV please list your published work here.