

**AMERICAN ACADEMY OF ORTHOPAEDIC
SURGEONS**

**GUIDELINE PROCESS PROCEDURE
FOR APPROVAL PROCESS**

APPROVAL PROCESS

1.0 PURPOSE

The purpose of this document is to outline the approval process for AAOS guidelines. The Guidelines Oversight Committee, Evidence Based Practice Committee, Council on Research and Quality and Board of Directors approve these documents.

2.0 SCOPE

This procedure applies to all guidelines developed by the American Academy of Orthopaedic Surgeons Guidelines Unit. This procedure is also applicable to the physician work groups, committee members, and council members who anchor the development process.

3.0 RESPONSIBILITIES

- 3.1 GOC, EBPC, The Council on Research and Quality and Board of Directors are responsible for reviewing the guideline (sequentially) and providing commentary/concerns when necessary.
- 3.2 The Work group Chair and work group must address/rectify all concerns prior to the documents proceeding to the next step in the approval process.
- 3.3 AAOS staff is responsible for filing all committee, council and BOD action item requests.
- 3.4 AAOS staff is responsible for posting BOD approved guidelines to the AAOS website. This is currently the responsibility of the AAOS Evidence- Based Medicine Coordinator.
- 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 The intent of this procedure is to insure that all guidelines follow the appropriate approval process as failure to do so can result in delaying the projected release date.

5.0 REFERENCES

- 5.1 AAOS Approval Process (Appendix I)

6.0 SUMMARY OF METHODS

- 6.1 The final guideline is provided to GOC, EBPC, The Council on Research and Quality and Board of Directors sequentially.
- 6.2 At each phase of the approval process, the Work group Chair must respond/rectify any concerns and resubmit for approval as necessary.

- 6.3 The BOD has final approval of the guideline which, if approved, is posted to the AAOS webpage within one week.

7.0 APPLICABLE SOFTWARE

- 7.1 Microsoft Office (Word, Outlook) 2003

8.0 ESSENTIAL REQUIREMENTS

- 8.1 It is essential that all concerns are thoroughly addressed by the Work group. Failure to do so will result in further delays of the approval process and therefore, the projected release date.

9.0 PRECAUTIONS

- 9.1 Failure to properly address peer review/public commentary results in delays in the final approval process. All potential pitfalls within the document should be addressed prior to submission for final approval.

10.0 PROCEDURE

- 10.1 The draft guideline, all supporting materials, peer review comments and AAOS response to these comments, as well as all documented changes that were made to the document as a result of peer review and public commentary accompany the guideline draft into the approval process. These documents are sequentially forwarded to GOC, EBPC, The Council on Research and Quality and the Board of Directors.
- 10.2 The total time allocated for the final approval process is three to six months and generally falls prior to any of the four Board of Directors meetings in a calendar year.
- 10.3 If any Committee or Council fails to approve the document, the WGC must resolve the issue and resubmit for approval to the satisfaction of that entity before the document can progress sequentially.
- 10.4 If flaws in the document are deemed to be methodologically significant by the OC or any committee or council, if the work group cannot come to agreement or resolution for an issue identified in peer review or public commentary or if the OC agree not to support the draft of a guideline into the approval process for any reason, submission into the approval process will be terminated.
- 10.5 The GOC may elect to appoint a new work group to address the methodological flaws.
- 10.6 The GOC may elect to appoint a new work group to try to come to agreement and resolve problematic issues.

- 10.7 The GOC may elect to terminate development of any guideline if a WGC, WGVC and/or work group does not follow the rigorous AAOS development process.
- 10.8 The GOC may elect to terminate development of any guideline at any time without notice.
- 10.9 The Evidence Based Practice Committee, Council on Research and Quality or the Board of Directors may also terminate development of any guideline at any time without reason or notice.
- 10.10 The Evidence Based Practice Committee, Council on Research and Quality or the Board of Directors may also terminate development of any guideline at any time without reason or notice.
- 10.11 See “Appendix I: Timelines” for approval process timeline.

11.0 CHAIN OF APPROVAL

Approved By:

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

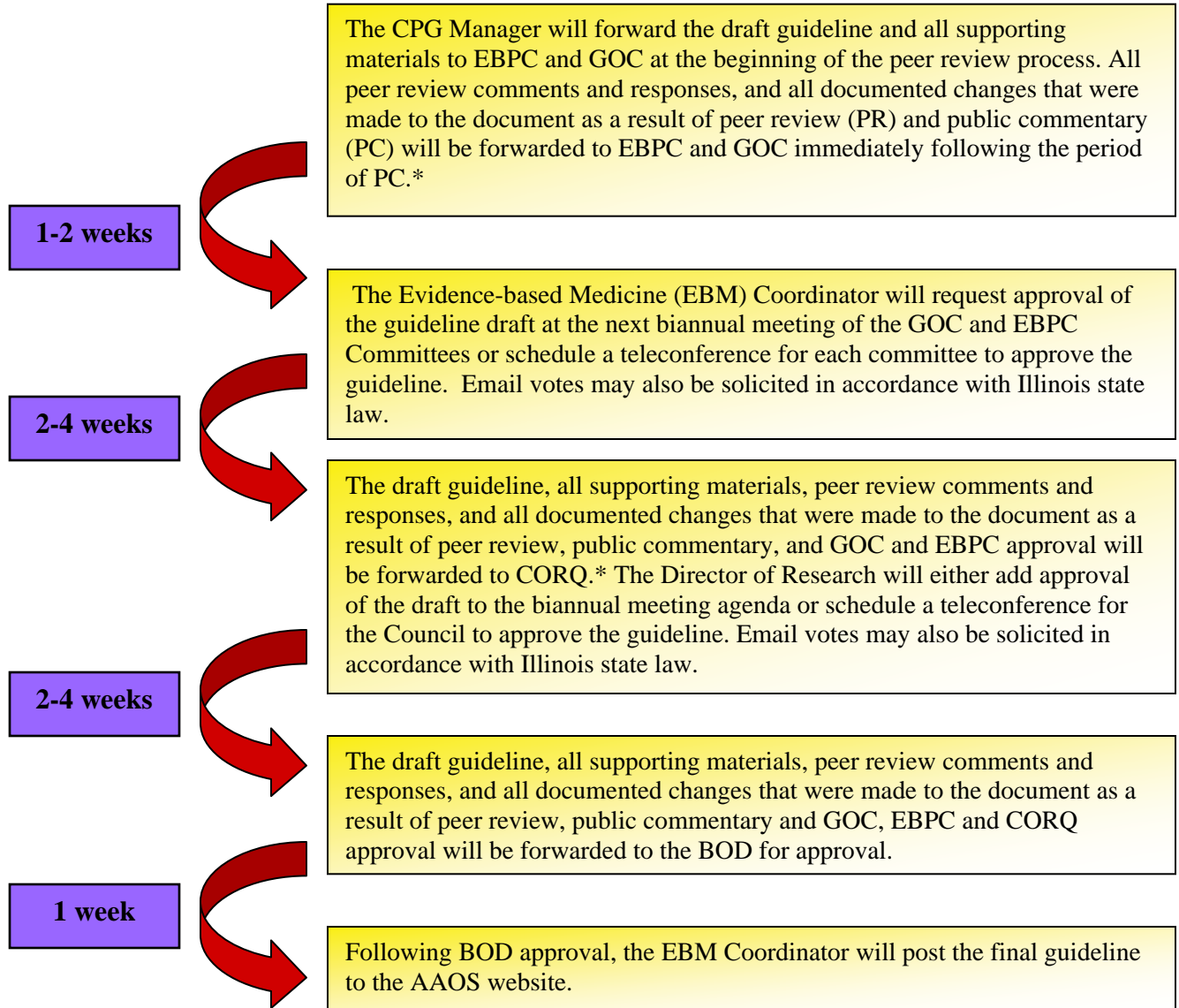
Janet L. Wies MPH
AAOS Clinical Practice Guidelines Manager

Signatures available upon request.

APPENDIX I: APPROVAL PROCESS TIMELINE

Approval Process
Timeline Initiated 12 - 16 weeks after Final Recommendation Meeting
If any Committee or Council fails to approve the document, the Work group Chair and Work group members must resolve the issue and resubmit for approval.

All documentation is retained in the AAOS Research Department and available from the CPG Manager upon written request.



Timeline Total: 3 – 4 Months

*The CPG Manager submits the draft guideline to all members of the GTOC, EBPC, and the Medical Liability Representative of CORQAT at the beginning of the peer review process to give members a minimum of two months to review the draft. To garner approval at a biannual meeting, the document needs to complete PC a minimum of two weeks prior to the GTOC meeting so the members can review all changes to the document in advance of the meeting. Alternately, the draft is forwarded to all members of the Committee for review for a minimum of two weeks and the members vote to approve the document via teleconference. Similarly, members of the Council on Research, Quality Assessment and Technology must be given a minimum of two weeks to review the document changes prior to voting for approval. BOD members receive the draft guideline, all supporting materials and peer review comments and responses when the document is sent to the BOS and BOC members who have responded to the solicitation for participation for public commentary. This gives the BOD a minimum of thirty days to review the document prior to being asked to approve the materials. The BOD also receives a document detailing any changes made as a result of public commentary prior to the request for approval.