

Peer Review
Initiated 6 weeks before Final Recommendation Meeting

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

2 weeks

- Solicit advisory panel specialty organizations for peer review representatives and contact information. (Solicitation is by Fed Ex and email, is President to President and includes copy to Executive Director and/or first Vice-President.)
- No solicitation necessary for GTOC, EBPC, CORQAT and BOD; these members automatically receive the documents to review because they vote to approve the documents.

4 weeks

- Advisory panel specialty societies reply with peer reviewer’s names and contact information (email or any other communication is accepted).
- The CPG Manager contacts via email prospective peer reviewers with anticipated date of peer review and AAOS process information.

4 weeks

Final Recommendation Meeting

- Following editing and Workgroup final approval, draft for peer review is completed.
- The CPG Manager or designee will send an email notification to all peer reviewers of anticipated date for Fed Ex shipment.
- The CPG Manager or designee will forward the guideline draft, supporting documentation and structured review form to GTOC, EBPC, and peer reviewers from advisory panel specialty societies via Fed Ex shipment. Instructions and deadlines for return of peer review are clearly specified.
- The CPG Manager or designee will send email notification the day Fed Ex shipment is sent. All Fed Ex tracking forms for every reviewer are retained.
- Three days following Fed Ex shipment, CPG Manager sends email follow-up/reminder “Fed Ex shipment/documents were sent –if not received contact CPG Manager immediately.”

4-8 weeks

- Peer reviewers return responses to CPG Manager. (Fax, email, regular mail)
- CPG Manager drafts initial point by point response to all peer-review comments. Research Director, Workgroup Chair (WGC) and/or vice-chair WGVC edit and approve all peer review responses.

2-4 weeks

Oversight Chairs (OC) review, edit and approve the responses drafted by the CPG Manager and WGC and/or WGVC.

2-3 weeks

- Peer review comments compiled with edited guideline and supporting materials. CPG Manager forwards documents to the BOS and BOC for review and public commentary.
- CPG Manager sends AAOS response to reviewers thanking them and noting changes made to the document as a result of their input.

Timeline Total: 18 – 25 Weeks