

APPOINTMENT OF THE WORKGROUP CHAIRPERSON

The Work Group Chairperson is appointed by the AAOS Guidelines Oversight Committee at their biannual meetings. The Work Group Chair must have taken the AAOS educational course on evidence based practice (http://www3.aaos.org/research/eawonline/eaw_ppt.cfm) or an equivalent training course.

Once Work Group chairs are selected they should establish a preliminary date for the introductory meeting based on their schedule, that of the co-chair, and that of the GTOC Chair and the AAOS Director of Research. The AAOS Clinical Practice Guideline Manager can help coordinate this date with all those involved. The Chair and co-chair in turn invite the Work Group members to participate in the process.

Initially, the chair and co-chair should create a list of prospective Work Group members. In most cases, it is expected that the Work Group will be diverse, consisting of multi-specialty participation. It is helpful if the chair or co-chair of the Work Group personally make the initial contact soliciting members to participate in the process as well as attend the introductory and final recommendation meetings. Once members have agreed to participate on the Work Group and attend the meetings, formal invitations (welcome) will be sent by AAOS staff and an introductory call will be arranged based on the majority of the group.

The Work Group Chairperson, in conjunction with the GOC Chairperson and AAOS staff, guides the development process based on sound evidence-based methodology. Evidence-based methodology is a rigorous process and well defined. ***We ask the Chair and Workgroup members to not supersede this process by beginning with an exchange of articles or other literature. This may/could introduce significant bias. We respectfully ask that no work begin until the Workgroup Chairperson, GOC Chairperson, Evidence-Based Practice Chairperson, AAOS Director of Research and Clinical Practice Guidelines Manager convene an introductory conference call to discuss the rigorous AAOS development process.***

The Chairperson also convenes conference calls, makes the Work Group assignments and oversees the final material compiled for the guideline document. The Chair will declare when the final product is moved forward through the approval process (**Error! Reference source not found.**).

The Co-Chair person's main responsibilities will occur following completion of the guideline (**Error! Reference source not found.**). In addition to being the content expert, the Co-Chair will be responsible for helping to disseminate the finished product. In this capacity, the Co-Chair will be responsible for writing articles in JBJS, JAOS and AAOS *Now* announcing completion of the guideline and introducing the highlights of the guideline to the membership. The Co-Chair will also be responsible for answering inquiries by the reviewers, public commentators and membership as the guideline moves through the approval process.

REQUIREMENTS OF THE WORKGROUP MEMBERS

TIME COMMITMENT

Work Group members are expected to have some training in evidence-based medicine. If the Work Group has more than one meeting, this training will be provided at the first meeting. Hence, this meeting is very important and all work group members should attend. In addition, Work Group members should have taken AAOS' evidence analysis course. This course, which offers CME credit, is available on the AAOS website at https://www4.aaos.org/timssweb/timssnet/login/tnt_login.cfm?appl_code=EAW).

If there is more than one meeting of a Work Group, the first meeting will be devoted to establishing the scope of a guideline. This will be accomplished by constructing simulated recommendations (see Step 1A below). If such an introductory recommendation meeting cannot or is not held, members will participate in weekly conference calls to establish the scope of the guideline. Weekly conference calls extend the development of the guideline by at least four months; therefore an introductory meeting is preferred. However, if this is not possible, attendance on the weekly conference calls is important to define the scope of the guideline.

The time requirement during this period is generally no more than one conference call per week for the Work Group member. Conference calls are generally scheduled to last for one and one-half hours increments, during the week at 7:00 pm central standard time.

Work Group members are expected to review the literature search strategies and provide appropriate input. Similarly, members are expected to review the list of articles that will be included in the guideline, and note whether any articles that met the inclusion/exclusion criteria were missed. Conference calls will be scheduled to address these issues.

Please Note: Members are expected to attend 50% or more of scheduled conference calls AND the last recommendation meeting in order to vote/approve the final guideline document developed.

If a member does not attend 50% of the scheduled conference calls and the last recommendation meeting, the final document will not be sent to him for approval. It will be up to the discretion of the Workgroup Chairperson, Co-Chairperson and Guidelines Oversight Committee Chairperson if that member's name will appear as an author in the document.

It should also be noted that the Workgroup Members serve at the discretion of the Workgroup Chairperson. The Workgroup Chairperson, Co-Chairperson and Guideline Oversight Chairperson may consider the removal of any Workgroup member who does not contribute to or appropriately participate in the guideline development process.

Work Group members may be terminated for reasons including, but not limited to failure to disclose conflict of interest, failure to work as a team member, inability or failure to complete assignments and/or nonparticipation.

The amount of time required by a Work Group member during the next phase of guideline development is limited, typically one conference call per month unless additional clarification is required by AAOS staff. During this time, the Guideline Unit is abstracting data, conducting analyses, and preparing the Evidence Report upon which the guideline will be based.

Once the Evidence Report is prepared, a “Recommendation Meeting.” will be held.

RECOMMENDATION MEETINGS

The “Recommendation Meeting” serves three purposes; (1) provide a forum for AAOS Guideline Unit to present the evidence and their analyses to the Work Group, (2) refining recommendations, and (3) for voting on the recommendations. During this meeting, the Work Group will discuss the supporting evidence or lack thereof, review the assigned level of evidence for each included article, refine recommendations accordingly, and assign a grade of recommendation for each guideline recommendation (see Processes, in the guideline template).

All Work Group members should make attending the recommendation meeting a high priority in their schedules. The recommendation meeting requires a two day commitment plus your travel time. Voting on the recommendations will take place at this last Work Group meeting so if the Work Group member disagrees with either the recommendation or grade assigned to it, this is his/her opportunity to discuss that dissention. Voting is done using the Nominal Group Technique. (See **Error! Reference source not found.**).

Please Note: If the member is not present at the meeting, his/her input cannot be considered. Individual members who cannot attend the recommendation meeting will not be allowed to delay guideline progress. At the discretion of the Work Group Chair, Co-Chair and AAOS Guidelines Oversight Chair, the guideline will move through the approval process in the absence of input from members who do not attend this meeting.

Following the last Work Group meeting, members will be asked to write rationales to accompany each guideline recommendation. (**Error! Reference source not found.**). Generally, the rationales should be completed within two weeks of the last meeting and submitted to AAOS staff for collating. The Work Group Chair will review all member input prior to the compiled document being sent to the Work Group for review. Again, the Work Group Chairperson is responsible for final document review of Work Group members’ rationale input (**Error! Reference source not found.**).

In the event that a Work Group member cannot attend the final meeting, the Chairperson of the Guidelines Oversight Committee shall serve as an alternate and have all voting privileges. At the discretion of the Workgroup Chair and GOC Chair, if more than one

alternate is required, the Work Group Chair, with the approval of the GOC Chairperson may choose to appoint a second alternate or move forward with the available members of the Workgroup who attend the recommendation meeting.

PLEASE NOTE: Once the final recommendations are discussed, voted on, accepted and approved at the recommendation meeting they cannot be changed by the Work Group. Members who do not attend the recommendation meeting will forfeit their opportunity to contribute to the development of the final recommendations. The final document will not be sent to them for review and it will be at the discretion of the Workgroup Chair (as discussed above) as to whether or not that member's name will be included in the document as a contributor.

DOCUMENT SUPPORT INFORMATION/ DISSEMINATION TO THE WORKGROUP

Because the Evidence Report that supports a guideline is quite long, copies cannot be e-mailed to members (most mailboxes are too small to accommodate even the zipped versions of this information), and paper copies cannot be routinely sent. The Evidence Report will typically be sent via CDs.

Large documents for review will also be posted on a Web Ex Portal. The link to the portal is <http://aos.webexworkspace.com>. Wherever possible your login is your last name and a password assigned using a Work Group identifier will be assigned. (If your last name does not contain at least 5 letters the login must be adjusted and will generally include your first initial. Passwords can be reset after your first login to the portal.)

WORK GROUP RESTRICTIONS

As stated above, in most cases, it is expected that the Work Group will be diverse, consisting of multi-specialty participation. Work Group members who help construct a guideline for AAOS may not act as an advisory panel reviewer on the same guideline for another specialty society.