

**AMERICAN ACADEMY OF ORTHOPAEDIC
SURGEONS**

**PROCESS PROCEDURE
FOR GUIDELINE INTRODUCTORY MEETINGS:
TASKS TO ACCOMPLISH**

INTRODUCTORY MEETING: TASKS TO ACCOMPLISH

1.0 PURPOSE

The purpose of this document is to outline the introductory meeting procedure for developing and establishing the scope of new guidelines.

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 Unit is responsible for arranging introductory guideline meetings and ensuring all necessary materials are on hand.
- 3.2 The AAOS Director of Research and, at times, the CPG Manager are responsible for formally presenting the Guideline development process.
- 3.3 The work group is responsible for developing simulated recommendations, inclusion/exclusion criteria, providing applicable search terms, and identifying relevant outcomes for the guideline. They are also responsible for identifying additional specialty societies to peer review the guideline.
- 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 insure that all relevant topics are discussed at introductory meetings for both work group members and AAOS staff.
- 4.2 Introductory meetings that follow this procedure outline ensure that the development process is comprehensive by creating clear structure and timelines for work group members and rectifying potential ambiguity for AAOS staff.

5.0 REFERENCES

- 5.1 Introductory Guideline Work Group Presentation (G:\GUIDELINES\Introductory Guideline Work Group Presentation 3-24-09.ppt)

6.0 SUMMARY OF METHODS

- 6.1 The AAOS Director of Research and, at times, the CPG Manager formally presents the guideline development process.
- 6.2 The work group develops simulated recommendations (“[What] should be done in [whom], [when], [where] and [how often]”), inclusion/exclusion criteria and search terms.

- 6.3 The AAOS staff posts simulated recommendations and other relevant materials to AAOS SharePoint shared portal within two weeks to one month following the introductory meeting.

7.0 APPLICABLE SOFTWARE

- 7.1 Microsoft Office (Word, PowerPoint) 2003

8.0 ESSENTIAL REQUIREMENTS

- 8.1 It is essential that the AAOS staff provide the necessary materials at introductory meetings including: name cards, laptops, projector and projector screen.
- 8.2 All relevant handouts are also provided.

9.0 PRECAUTIONS

- 9.1 Work group members should be reminded that all recommendations are simulated and that recommendations are finalized at the second meeting based on the evidence.
- 9.2 Work group members should be reminded that they will be contacted intermittently during the guideline development process for feedback and clarification.

10.0 PROCEDURE

- 10.1 All members of the work group, assigned research analysts, the CPG Manager, the AAOS Director of Research and Scientific Affairs, and a minimum of at least one Oversight Chair or his designee (preferably a member of the Guidelines Oversight Committee or Evidence Based Practice Committee) are required to attend the guideline meetings.
- 10.2 The CPG Manager is responsible for ensuring all Academy business forms are dispersed and completed by the work group members.
- 10.3 The AAOS Director of Research and, at times, the CPG Manager outlines the rigorous AAOS development process designed to minimize bias, enhance transparency and increase reproducibility.
- 10.4 The introductory meeting is devoted to establishing the scope of the guideline and compiling a list of inclusion criteria that are applied to the literature.
- 10.5 To define the scope of the guideline, the work group constructs preliminary recommendations. Preliminary recommendations take the form of, “[What] should be done in [whom], [when], [where] and [how often].”

- 10.6 The work group is provided with and edits the generic inclusion criteria list to clarify the specific guideline topic (provided as a handout at the Introductory meeting).
- 10.7 The work group also constructs:
- A list of applicable synonyms to assist the Medical Librarian in the literature search.
 - A list of outcomes to include from the literature.
 - A list of specialty societies who will be invited to participate in the peer review process and make-up the outside specialty society panel. These organizations will also be invited to endorse the guideline when/if the guideline is approved by the AAOS Board of Directors.
- 10.8 AAOS staff explains the use of systematic reviews, the timeline for guideline completion and the remaining development process to the work group.
- 10.9 AAOS staff posts the preliminary recommendations and final inclusion criteria to the AAOS SharePoint Portal for the work group's reference within two weeks to one month following 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.