

**AMERICAN ACADEMY OF ORTHOPAEDIC
SURGEONS**

**GUIDELINE PROCESS PROCEDURE
FOR
DOCUMENT CONTROL
OF
EVIDENCE –BASED GUIDELINES**

DOCUMENT CONTROL OF EVIDENCE-BASED GUIDELINES

1.0 PURPOSE

The purpose of this document is to outline the general requirements and format for numbering controlled guideline documents developed internally by the AAOS.

2.0 SCOPE

This procedure applies to all guidelines developed by the American Academy of Orthopaedic Surgeons Guidelines Unit and all research analysts creating these documents.

3.0 RESPONSIBILITIES

- 3.1 The lead analyst for each guideline will be responsible for identifying the draft document with the correct version number.

- 3.2 The lead analyst for each guideline will be responsible for editing the draft as requested by the CPG Manager and Research Director, saving the draft document and appropriately labeling the document version number.

- 3.3 The CPG Manager or designee will verify 100% of all version numbers on draft documents submitted for peer review, public commentary and approval by the Board of Directors to ensure accuracy.

- 3.4 The AAOS Director of Research must approve all changes to this procedure. (see section 11.0 Approvals)

4.0 APPLICATION

- 4.1 The intent of these processes is to insure that all AAOS research analysts consistently number AAOS guidelines at each stage of the development process, the review process, the approval process and the process of updating completed guidelines.

- 4.2 This numbering process will ensure reproducibility so that each guideline label identifies the stage of development and the date of edit.

- 4.3 This numbering process will ensure that developers, members, and users of an AAOS evidence-based guideline can identify from the version number if a document is BOD approved.

- 4.4 This numbering process also ensures that users of an AAOS evidence-based guideline can identify the number of revisions a guideline has undergone.

- 4.5 A revision timeline is in place for each guideline; using both a version number and a date code ensures that all AAOS Committees, Councils and Board of Directors can appropriately track each guideline during its life cycle.

5.0 REFERENCES

5.0 None.

6.0 SUMMARY OF METHODS

6.1 The first draft of any guideline is version 0.1.

6.2 The draft of any guideline approved by the work group and sent for peer review will be identified as version 0.2.

6.3 The draft of any guideline sent for public commentary is version 0.3.

6.3.1 Note: Because the Committees, Councils and Board of Directors receive their copy of a draft guideline during the peer review and public commentary processes, new drafts are not sent to these members during the approval process.

6.4 The final edited draft of any guideline approved by the AAOS BOD is no longer a draft and is labeled as version 1.0.

6.5 A first revision of any guideline approved by the AAOS BOD is version 2.0. Additional revisions are version 3.0, 4.0, etc.

6.6 The approval date of the new document follows the version number. This information will be included in footer in the lower right hand corner of the document. (Example: v1.0 123108.doc, where 123108 indicates December 31, 2008)

7.0 APPLICABLE SOFTWARE

7.1 Microsoft Office (Word, Excel, Access) 2003

7.2 Reference Manager 11

8.0 ESSENTIAL REQUIREMENTS

8.1 It is essential that the research analyst identify any draft of a guideline with the correct version number.

8.2 It is essential that the research analysts and/or manager update the version number at every step in the development, review and updating process.

8.3 It is essential to inform the Evidence-based Medicine Coordinator and the members of the Guidelines Oversight Committee, the Evidence Based Practice Committee and the Council on Research and Quality of this numbering system. These Committee and Council members will have copies of the draft guideline during the development process since they peer review and provide public commentary on all guideline drafts. These confidential drafts are not BOD approved.

8.4 It is essential that the Guideline Work group members, Evidence-based Medicine Coordinator and the members of the Guidelines Oversight Committee, the Evidence Based Practice Committee and the Council on Research and Quality **not** circulate draft documents that have not been approved by the AAOS Board of Directors to other members, other specialty societies or media outlets since these documents are still subject to change.

11.0 PRECAUTIONS

11.1 Draft versions of a guideline disseminated to the AAOS membership prior to BOD approval will undermine the quality of the final approved version of a guideline.

11.2 Incorrectly identified versions of a guideline disseminated in any way cause document tracking problems and indicate poor quality procedures.

11.3 It is essential for this document control process to accurately identify all guideline documents throughout the development and dissemination process in order to maintain accurate tracking of draft materials, approved guidelines, and revised guidelines.

10.0 PROCEDURE

10.1 The first draft of any guideline is version 0.10 plus a six digit date code.

10.1.1 The version of a guideline draft is located in the lower right hand corner of the footer of the guideline and evidence report.

10.1.2 If multiple drafts are created and saved, the drafts should be sequentially numbered as 0.1x followed by the date edited (This date is a six digit date code). (Example: 0.10 123108; Indicates draft one edited on December 31, 2008)

10.1.3 Any document submitted for Director or Manager review should be submitted with track changes in the document, insertions in color, deletions should be indicated by a strikethrough and balloons incorporated for comments/formatting.

10.1.4 Electronically preserve all reviewed non-editorial rewrites/changes for tracking.

10.2 The draft of any guideline sent for peer review is identified as version 0.20 plus the six digit date code.

10.2.2 Ideally, AAOS staff incorporates all input from all guideline work group members prior to submission of a guideline draft for peer review. In rare cases, the guideline workgroup reviews a guideline, simultaneously with the Guidelines Oversight Committee and the Evidence Based Practice

Committee. In this case, the document incorporating the changes based on the input of the work group will be 0.21 plus the six digit date code.

10.2.3 If for any reason multiple drafts are created and saved after the period of peer review, the drafts should be sequentially numbered as 0.2x followed by the six digit date code.

10.3 The draft of any guideline incorporating all changes as a result of the peer review process and in the public commentary stage is version 0.30 plus the six digit date code.

10.3.2 Any multiple drafts created and saved after the period of peer review and during the period of public commentary, are sequentially numbered as 0.3x followed by the six digit date code.

10.4 The final edited draft of any guideline that is approved by the AAOS BOD will be identified as version 1.0 plus the six digit date code.

10.4.2 The AAOS BOD cannot request edits, additions or deletions to the materials. If changes need to be made, the document is referred back to the GOC and the numbering of the guideline will revert back to 0.1 for an initial draft.

10.5 A first revision of any guideline approved by the AAOS BOD is identified as version 2.0 followed by the six digit date code.

10.5.2 The AAOS BOD cannot request edits, additions or deletions to the materials. If changes need to be made, the document is referred back to the GOC and the numbering of the guideline will revert back to 0.1 for an initial draft.

10.6 Additional revisions of any guideline approved by the AAOS BOD is identified sequentially (3.0, 4.0, 5.0 etc.) and incorporates the six digit date code.

10.7 The date the new revision document is approved follows the version number. The version number and six digit date code will be stamped on the document in the document footer in the lower right hand corner of the document pages.

11.0 CHAIN OF APPROVAL

Signatures are available on request.

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.