

Clinical Issues Committee

Algorithm for Review of Existing Statements and Guidelines

Clinical Issues Committee (CIC) has developed a subcommittee, under the leadership of the committee co-chair, to oversee the process of review and revision of existing statements and guidelines. This process will be ordered as follows:

1. Existing statements/guidelines will be reviewed once every two years.
2. A schedule of review will be established by the CIC Co-Chair.
3. Statements may be reviewed at any time, outside of their assigned time frame, based on need, release of a new landmark study, changes in policy, etc. Charge to revise statement could come from the EC, or this subcommittee could develop a proposal to submit to EC for approval to revise statement.

STATEMENT REVIEW PROCESS

1. When a statement is due for review, the subcommittee (chaired by the CIC Co-Chair) will perform a literature review and will make recommendation to the EC/ECEC as to whether the statement needs revision.
 - **Timeline: Two months are allotted for literature review.**
2. The EC will confirm to either revise the statement or not.
 - If the statement is not deemed necessary for revision, it is put back in the queue for review the following year.
3. If EC/ECEC gives approval, a new subcommittee of the CIC is developed to revise this statement. This subcommittee will include one member from the Revisions Subcommittee and one or two from the general CIC, and the process moves ahead as delineated below.

STATEMENT REVISION PROCESS

1. A subcommittee of the CIC develops draft of revised statement

- Draft is submitted to the entire CIC for their review and comments.
 - If the CIC members have recommendations, draft is sent back to the subcommittee to incorporate recommended edits.
 - The above steps may occur multiple times until final draft is approved by entire CIC.

OR

- CIC committee approves draft as written.

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2. Once statement draft is approved by Clinical Issues Committee →

- Draft is sent to Michael Hartney, legal advisor, for comment.
- Draft is then sent back to CIC Chair to incorporate legal advisor's recommendations.

3. Once statement draft has legal advisor's recommendations incorporated →

- Draft sent to Executive Committee of the Executive Council (ECEC) for review and comment.

AND

- If relevant, the ECEC may determine draft needs to be sent to another committee for simultaneous review and comment.
 - If ECEC and/or reviewing committee has recommendations, draft is sent back to CIC Chair to incorporate recommended edits .
 - The above steps may occur multiple times until final draft is approved by ECEC and reviewing committee.

OR

- ECEC (and reviewing committee, if utilized) approves statement draft as written.

4. Once approval is obtained from the ECEC →

- Draft is sent to the (EC) for review and comments.

AND

- If relevant (and not done previously), EC may determine draft needs to be sent to another committee for simultaneous review and comment.
 - If EC and/or reviewing committee has recommendations, draft is sent back to CIC Chair to incorporate recommended edits.
 - The above steps may occur multiple times until final draft is approved by EC and reviewing committee.

OR

- EC (and reviewing committee, if utilized) approves statement as written.

5. Once approval is obtained from the EC →

- Statement goes out to the entire ASMBS Membership for comment via group e-mail and ASMBScommittees.org.

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- **Timeline: Membership is given two weeks to comment.**
- After close of member comments, draft goes back to CIC Chair for review of member comments and incorporating of appropriate edits.

6. Once membership comments have been incorporated →

- Statement to ECEC for review and comments
 - If ECEC has further recommendations, statement is sent back to CIC to incorporate recommended edits.
 - The above steps may occur multiple times until final draft is approved by ECEC and CIC.

OR

- ECEC approves statement as written.

7. Once final approval is obtained from the ECEC →

- Statement goes to EC for review and comments
 - If EC has further recommendations, statement is sent back to CIC to incorporate recommended edits.
 - The above steps may occur multiple times until final statement is approved by the EC and CIC.

OR

- EC approves statement as written.

8. Once final approval is obtained from the EC →

- Statement is ready for publication:
 - CIC Chair submits to SOARD via direct communication with the SOARD Editor-in-Chief
 - Once statement is deemed to be in publication, publish on
 - ASMBS website
 - “Top 5 on the 5th” Electronic Newsletter

9. All statements, once developed, will be reviewed annually by the CIC for the purpose of determining if, and when, the statement(s) needs revising.

- For all statements requiring revision, please see the separate algorithm entitled “Algorithm for Existing Statement Revision”.