

# Process for Statement Development & Dissemination: Non-Clinical Issues Committee Task

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## STATEMENT DEVELOPMENT PROCESS BEGINS

### 1. ASMBS COMMITTEE (outside of Clinical Issues Committee) DEVELOPS STATEMENT DRAFT →

- Draft is submitted to the entire Clinical Issues Committee (CIC) for review and comments.
- CIC Chair makes recommendations for edits, based on CIC committee input, and refers back to originating committee.
- Originating committee incorporates recommended edits.
- Back to CIC Chair
  - The above steps may occur multiple times until final draft is approved by originating committee and CIC.

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

- CIC sends draft to Michael Hartney, legal advisor, for comment.
- Draft returns back to CIC to incorporate legal advisor's recommendations.

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

- CIC sends draft 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 originating committee to incorporate recommended edits.
  - After originating committee has incorporated recommended revisions, draft is sent to CIC for review and submitting back to ECEC.
    - 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.

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### 4. Once approval is obtained from the ECEC →

- Draft is sent to Executive Council (EC) for review and comment

**AND**

- If relevant (and not done previously), the 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 originating committee to incorporate recommended edits.
  - After originating committee has incorporated recommended revisions, draft is sent to CIC for review and submitting back to EC.
    - The above steps may occur multiple times until final draft is approved by EC and reviewing committee.

**OR**

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

### 5. Once approval is obtained from the EC →

- CIC sends statement out to the entire ASMBS Membership, on behalf of the originating committee, for comment via group e-mail and [asmbscommittees.org](http://asmbscommittees.org).
- **Timeline: Membership is given two weeks to comment.**
- After close of member comments, draft goes back to originating committee for review of member comments and incorporating of appropriate edits.

### 6. Once membership comments have been incorporated →

- Draft is sent to CIC for review
- CIC sends statement to ECEC for final review and comments
  - If ECEC has further recommendations, statement is sent back to originating committee to incorporate recommended edits.
  - After originating committee has incorporated recommended revisions, draft is sent to CIC for review and submitting back to ECEC.
    - The above steps may occur multiple times until final draft is approved by ECEC and originating committee.

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**OR**

- ECEC approves statement as written.

### **7. Once final approval is obtained from the ECEC →**

- Draft goes to EC for review and comments
  - If EC has further recommendations, statement is sent back to originating committee to incorporate recommended edits.
  - After originating committee has incorporated recommended revisions, draft is sent to CIC for review and submitting back to EC.
    - The above steps may occur multiple times until final statement is approved by the EC and originating committee.

**OR**

- EC approves statement as written.

### **8. Once final approval is obtained from the EC →**

- CIC moves statement through publication process:
  - Originating committee submits to SOARD
  - Once statement is deemed to be in publication, publish on
    - ASMBS website
    - “5 on the 5<sup>th</sup>” 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”.

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