



## Process for Developing WADEM Clinical Guidelines

When developing or revising a Clinical Guideline (CG), WADEM will undertake the following:

- CGs will be developed in accordance with the Grading of Recommendations Assessment, Development and Evaluation (GRADE) approach<sup>1</sup> and the WHO handbook for CG development<sup>2</sup>.
- Submissions for the development of CGs may be received from an individual WADEM member, Chapter, SIG, BoD member, Officer or collaborating organization or other interested group(s) or individual(s):
  - Submissions must be provided to the Board of Directors (BoD) Secretary 28 days before a BoD conference call or meeting. The BoD Chair will determine if this will be placed on the agenda for that meeting or to be discussed via electronic means or postponed to the next BoD conference call or meeting
  - Submissions are to be provided as per the WADEM CG Development Proposal (Appendix A).
- Preparation of draft CGs may be delegated to WADEM sub-committees, SIG, Chapter, Task Force or other WADEM resource as considered appropriate by the BoD Chair or BoD.
- A draft version of the CG document will be distributed to relevant WADEM resources, such as SIGs and Chapters for comment with a set timeline.
- After consideration and, where appropriate, incorporation of all responses, a final draft guideline is to be prepared for distribution to the BoD by the WADEM Secretary for final discussion with a set timeline.
- The Board of Directors will ratify the a CG when consensus has been reached and then publish the CG on the WADEM website and other social media as appropriate.

### Evaluation of the Science

- CGs will be reviewed within 5 years or where further evidence requires such a review.

### References

1. Schünemann H, Brozek J, Guyatt G, Oxman A. GRADE handbook; 2013. <http://gdt.guidelinedevelopment.org/app/handbook/handbook.html> (accessed Jul 10, 2017)
2. WHO handbook for guideline development – 2nd Edition. World Health Organization <http://apps.who.int/medicinedocs/en/d/Js22083en/> (accessed Jul 10, 2017)



## WADEM Clinical Guideline Development Proposal (Appendix A)

**ISSUE:** *[Insert short statement identifying the problem(s) to be addressed by the Clinical Guideline (100 words).]*

**BACKGROUND:**

- *[Insert dot points providing context to the issue statement. This section should provide a brief clear and pertinent summary of the matter. It may include a succinct history, relevant statistics, current evidence base, key developments or any changes.]*

**CURRENT SITUATION:**

- *[Insert dot points accurately conveying the current situation – include any issues of note or concerns, recent actions and/or intended plans or actions i.e. develop a clinical practice guideline.]*

**RECOMMENDATION(S)**

- *[Insert precise and succinct request(s) of the BoD explaining the process to investigate and create the CG to include a timeline for submission to the BoD (100 words).]*

**Prepared by:**

**Date:**

**To be completed by the WADEM Board Chair**

**Proposal:**

**Approved:     Yes/No**

**Noted:**

**Comments:**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chair, WADEM Board of Directors**