

# ICF PROGRAM POLICY

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# ICF PROGRAM POLICY

## I. ICF-Based PRACTICE GUIDELINES ADVISORY PANEL

### A. Panel Structure

The ICF Advisory Panel consists of the ICF Coordinator, the Section Board of Directors Liaison, and content reviewers recommended by the ICF Coordinator. The Advisory Panel reviews, edits, and approves guidelines submitted by the various Work Groups at the request of the ICF Coordinator.

### B. Meetings

The ICF Advisory Panel will meet when deemed necessary by the ICF Coordinator.

### C. Terms

The term limit of panel members is for 3 years. Advisory Panel members can serve no more than two 3-year terms.

## II. WORK GROUP ASSISTANCE

### A. Expenses

Work Groups will be provided up to \$4,000 *per year* for travel and other meeting expenses required to complete guidelines. Receipts must be submitted with the reimbursement form at the time of the expense request.

## III. COPYRIGHT

### A. Copyright Ownership

The Orthopaedic Section, APTA, Inc and the *Journal of Orthopaedic & Sports Physical Therapy* own the copyright for all guidelines developed under the ICF-Based Practice Guidelines.

## VII. ICF COORDINATOR

### A. Honorarium

The ICF Coordinator will be paid a fixed amount per completed guideline coordinated as indicated in the Agreement to Provide ICF-Based Practice Guidelines Coordinator Services. Payment will be made after the final proof of the guideline has been reviewed, edited and accepted for publication in the *Journal of Orthopaedic & Sports Physical Therapy* and this proof is submitted to the Orthopaedic Section Board Liaison to ICF-based Clinical Practice Guidelines. The honorarium set in 2008 was \$1500 per guideline and will remain at that level until altered by the Board of Directors.

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## B. ICF Coordinator Performance Evaluation

ICF guideline work group members, other Advisor Panel members, and the Board of Directors will evaluate the performance of the ICF Coordinator on an ongoing basis. The Section Board of Directors Liaison will oversee this performance evaluation.

## C. ICF Coordinator Duties and Responsibilities

1. Recommends to the Section Board of Directors the appointment of work group leaders, work group members, and potential advisory panel members.
2. Maintains a list of potential Reviewers with expertise in various content areas.
3. Assists work groups with identifying and delineating the content areas of their practice guidelines.
4. Edits the practice guideline submission from the work group so that guidelines have a consistent labeling system that follows both ICF and ICD taxonomies and are formatted for publication in JOSPT.
5. Following completion of the edits returns the practice guideline to the work group for review of the edits.
6. After the work group agrees on their draft of the guideline, forwards the guideline to the ICF Advisory Panel members and Reviewers for additional comment and review. This review process may occur in stages such that selected Content Expert Reviewers may review the guideline first prior to other members of the review team.
7. Works with the guidelines authors/work group to compile the suggestions from Advisory Panel and Reviewers and integrate, as appropriate, into the draft guidelines that are then sent to the JOSPT editor for review.
8. Works with work group leader to address all requests for changes suggested by the JOSPT editors, and upon completion of this task forwards the guideline to JOSPT publication.
9. Collaborates with the ISC Coordinator, the OP Editor, the Residency and Fellowship Education Coordinator, the Education Programming Chair, and the Section's publication staff to integrate ICF publications into the Section's a) conference education programming, b) continuing education offerings, c) clinical residency and/or fellowship curriculum development and implementation, d) support of entry-level/professional and post-professional academic curricula, e) Orthopaedic Section National Outcomes Database minimal data sets, and f) the remaining relevant components of the Orthopaedic Section's current strategic plan.
10. Submit a budget annually to the Finance Committee with the following information/line items:
  - A) Estimated total honorarium for the ICF Coordinator
  - B) Estimated total honorarium for the NGC Coordinator
  - C) Travel expenses for the ICF Coordinator to participate in the CSM Board of Director's meeting and moderate the ICF guidelines update presentation (airfare, 3 days per diem)
  - D) Two days hotel/per diem expense for the NGC Coordinator to participate in the ICF guidelines update presentation
  - E) Estimate of any workgroup expenses

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1 D. Term of ICF Coordinator  
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3 The initial appointment for the ICF Coordinator will be a three (3) year term with the option to  
4 serve an additional three (3) year term for a maximum of six (6) years.

5  
6 **VII. NGC (National Guidelines Clearinghouse) COORDINATOR**  
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8 D. Honorarium  
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10 The NGC Coordinator will be paid a fixed amount per completed guideline coordinated as  
11 indicated in the Agreement to Provide ICF-Based Practice Guidelines NGG Coordinator  
12 Services. Payment will be made after the guideline has been reviewed, accepted and published  
13 on [www.guidelines.gov](http://www.guidelines.gov). Review and initial acceptance typically occurs in about a 3 month  
14 time frame. Eventually review for publication can take an additional 18 to 24 months for  
15 publication on [www.guidelines.gov](http://www.guidelines.gov) website. The honorarium proposed for 2010 is \$250 per  
16 guideline and will remain at that level until altered by the Board of Directors.  
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18 E. NGC Coordinator Performance Evaluation  
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20 ICF Coordinator and the Section Board of Directors Liaison will oversee the annual  
21 performance evaluation of the NGC Coordinator  
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23 F. NGC Coordinator Duties and Responsibilities  
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- 25 1. After a guideline is published in JOSPT, it is eligible for submission to the AHRQ's  
26 National Guideline Clearinghouse following the procedures provided on the  
27 [www.guidelines.gov](http://www.guidelines.gov) website. The NGC Coordinator follows these procedures and  
28 completes each step of the process until the guideline is eventually published on  
29 [www.guideline.gov](http://www.guideline.gov)
- 30 2. Closely reviews the Methods of each ICF-based clinical practice guideline to ensure that it  
31 will be eligible for acceptance for the AHRQ's National Guideline Clearinghouse.
- 32 3. Works with the ICF Coordinator to ensure that the Methods utilized by the authors of the  
33 guidelines meet the AHQR requirements for acceptance for publication on the  
34 [www.guidelines.gov](http://www.guidelines.gov) website
- 35 4. Serve as either a presenter or panel member for the CSM ICF-based Clinical Practice  
36 Guidelines update presentation each year. The NGC coordinator will be budgeted for two  
37 days of hotel/per diem expenses at CSM annually. Travel/airfare will not be budgeted.  
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39 D. Term of NGC Coordinator  
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41 The initial appointment for the NGC Coordinator will be a three (3) year term with the option  
42 to serve an additional three (3) year term for a maximum of six (6) years.  
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