

ICF-BASED CLINICAL PRACTICE GUIDELINES PROGRAM POLICY

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I. ICF-BASED CLINICAL PRACTICE GUIDELINES ADVISORY PANEL

A. Panel Structure

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

B. Meetings

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

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.

IV. ICF-BASED CLINICAL PRACTICE GUIDELINES COORDINATOR/EDITOR

A. Honorarium

The ICF-based Clinical Practice Guidelines Coordinator/Editor will be paid a fixed amount per completed guideline coordinated as indicated in the Agreement to Provide ICF-Based Practice Guidelines Coordinator/Editor 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 \$1,500 per guideline and will remain at that level until altered by the Board of Directors. The Board of

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1 Directors will consider raising the honorarium to \$2,000 per guideline and \$500 per guideline
2 revision in 2014
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4 B. ICF-Based Clinical Practice Guidelines Coordinator/Editor Performance Evaluation 5

6 ICF guideline work group members, other Advisor Panel members, and the Board of Directors
7 will evaluate the performance of the ICF Coordinator/Editor on an ongoing basis. The Section
8 Board of Directors Liaison will oversee this performance evaluation.
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10 C. ICF-Based Clinical Practice Guidelines Coordinator/Editor Duties and Responsibilities 11

- 12 1. Recommends to the Section Board of Directors the appointment of work group leaders,
13 work group members, and potential advisory panel members.
- 14 2. Maintains a list of potential Reviewers with expertise in various content areas.
- 15 3. Assists work groups with identifying and delineating the content areas of their practice
16 guidelines.
- 17 4. Edits the practice guideline submission from the work group so that guidelines have a
18 consistent labeling system that follows both ICF and ICD taxonomies and are formatted for
19 publication in JOSPT.
- 20 5. Following completion of the edits returns the practice guideline to the work group for
21 review of the edits.
- 22 6. After the work group agrees on their draft of the guideline, forwards the guideline to the
23 ICF Advisory Panel members and Reviewers for additional comment and review. This
24 review process may occur in stages such that selected Content Expert Reviewers may
25 review the guideline first prior to other members of the review team.
- 26 7. Works with the guidelines authors/work group to compile the suggestions from Advisory
27 Panel and Reviewers and integrate, as appropriate, into the draft guidelines that are then
28 sent to the JOSPT editor for review.
- 29 8. Works with work group leader to address all requests for changes suggested by the JOSPT
30 editors, and upon completion of this task forwards the guideline to JOSPT publication.
- 31 9. Collaborates with the ISC Editor, the OP Editor, the Residency and Fellowship Education
32 Coordinator, the Education Programming Chair, and the Section's publication staff to
33 integrate ICF publications into the Section's a) conference education programming, b)
34 continuing education offerings, c) clinical residency and/or fellowship curriculum
35 development and implementation, d) support of entry-level/professional and post-
36 professional academic curricula, e) Orthopaedic Section National Outcomes Database
37 minimal data sets, and f) the remaining relevant components of the Orthopaedic Section's
38 current strategic plan.
- 39 10. Assists the guidelines Revision Coordinator/Editor with identifying and delineating the
40 guidelines due for revision and the work group leaders and potential authors and reviewers
41 of the ICF-based clinical practice guidelines revisions.
- 42 11. Assists the NCG Coordinator with identifying and delineating the guidelines due for
43 submission to the National Guidelines Clearinghouse (www.guidelines.gov).
- 44 12. Submit a budget annually to the Finance Committee with the following information/line
45 items:
46 A) Estimated total honorarium for the ICF Guidelines Coordinator/Editor

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- 1 B) Estimated total honorarium for the ICF Guidelines Revision Coordinator/Editor
- 2 C) Estimated total honorarium for the NGC Coordinator
- 3 D) Travel expenses for the ICF Coordinator/Editor to participate in the CSM Board
- 4 of Director's meeting and moderate the ICF guidelines update presentation
- 5 (airfare, 3 days per diem)
- 6 E) Two days hotel/per diem expense for the NGC Coordinator to participate in the
- 7 ICF guidelines update presentation
- 8 F) Estimate of any workgroup expenses
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10 D. Term of ICF-Based Clinical Practice Guidelines Coordinator/Editor

11 The initial appointment for the ICF Coordinator/Editor will be a three (3) year term with the
12 option to serve an additional three (3) year term for a maximum of six (6) years.
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14 15 **V. ICF-BASED CLINICAL PRACTICE GUIDELINES REVISIONS** 16 **COORDINATOR/EDITOR**

17 18 A. Honorarium

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20 The ICF Guidelines Revision Coordinator/Editor will be paid a fixed amount per completed
21 guideline revision coordinated as indicated in the Agreement to Provide ICF-Based Clinical
22 Practice Guidelines Revisions Coordinator/Editor Services. Payment will be made after the
23 final proof of the guideline has been reviewed, edited and accepted for publication in the
24 *Journal of Orthopaedic & Sports Physical Therapy* and this proof is submitted to the
25 Orthopaedic Section Board Liaison to ICF-Based Clinical Practice Guidelines. The
26 honorarium set in 2011 was \$1000 per guideline and will remain at that level until altered by
27 the Board of Directors.
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29 B. ICF Guidelines Revision Coordinator Performance Evaluation

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31 ICF-Based Clinical Practice Guidelines Coordinator/Editor, ICF-Based Clinical Practice
32 Guidelines work group members, other Advisor Panel members, and the Board of Directors
33 will evaluate the performance of the ICF-Based Clinical Practice Guidelines Revision
34 Coordinator/Editor on an ongoing basis. The Section Board of Directors Liaison will oversee
35 this performance evaluation.
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37 C. ICF-Based Clinical Practice Guidelines Revision Coordinator/Editor Duties and 38 Responsibilities

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- 40 1. Assists work groups authors with revising their practice guidelines - every 5 years
- 41 2. Ensures that GRADE methodology is consistently and appropriately utilized for the
- 42 relevant publications in these guidelines revisions
- 43 3. Edits the clinical practice guideline revision submission from the work group so that
- 44 guidelines have a consistent labeling system that follows both ICF and ICD taxonomies and
- 45 are formatted for publication in JOSPT.

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- 1 4. Following completion of the edits, returns the practice guideline revision to the work group
2 for review of the edits.
- 3 5. After the work group agrees on their draft of the guideline revision, forwards the guideline
4 revision to the ICF Advisory Panel members and Reviewers for additional comment and
5 review. This review process may occur in stages such that selected Content Expert
6 Reviewers may review the guideline revision first prior to other members of the review
7 team.
- 8 6. Works with the guidelines revision authors/work group to compile the suggestions from
9 Advisory Panel and Reviewers and integrate, as appropriate, into the draft guidelines that
10 are then sent to the JOSPT editor for review.
- 11 7. Works with work group leader to address all requests for changes suggested by the JOSPT
12 editors, and upon completion of this task forwards the guideline revision to JOSPT
13 publication.
- 14 8. Collaborates with the ICF-Based Clinical Practice Guidelines Coordinator/Editor, ISC
15 Editor, the OP Editor, the Residency and Fellowship Education Coordinator, the Education
16 Programming Chair, and the Section's publication staff to integrate ICF publications into
17 the Section's a) conference education programming, b) continuing education offerings, c)
18 clinical residency and/or fellowship curriculum development and implementation, d)
19 support of entry-level/professional and post-professional academic curricula, e)
20 Orthopaedic Section National Outcomes Database minimal data sets, and f) the remaining
21 relevant components of the Orthopaedic Section's current strategic plan.

22 D. Term of ICF-based Guidelines Revision Coordinator/Editor

23 The initial appointment for the ICF-based Guidelines Revision Coordinator/Editor will be a
24 three (3) year term with the option to serve an additional three (3) year term for a maximum of
25 six (6) years.
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28 VII. NATIONAL GUIDELINES CLEARINGHOUSE (NGC) COORDINATOR

29 A. Honorarium

30 The NGC Coordinator will be paid a fixed amount per completed guideline coordinated as
31 indicated in the Agreement to Provide ICF-Based Practice Guidelines NGC Coordinator
32 Services. Payment will be made after the guideline has been reviewed, accepted and published
33 on www.guidelines.gov. Review and initial acceptance typically occurs in about a 3 month
34 time frame. Eventually review for publication can take an additional 18 to 24 months for
35 publication on www.guidelines.gov website. The honorarium proposed for 2010 is \$250 per
36 guideline and will remain at that level until altered by the Board of Directors.
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42 B. NGC Coordinator Performance Evaluation

43 ICF Coordinator/Editor and the Section Board of Directors Liaison will oversee the annual
44 performance evaluation of the NGC Coordinator.
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C. NGC Coordinator Duties and Responsibilities

1. After a guideline is published in JOSPT, it is eligible for submission to the AHRQ's National Guideline Clearinghouse following the procedures provided on the www.guidelines.gov website. The NGC Coordinator follows these procedures and completes each step of the process until the guideline is eventually published on www.guideline.gov
2. Closely reviews the Methods of each ICF-based clinical practice guideline to ensure that it will be eligible for acceptance for the AHRQ's National Guideline Clearinghouse.
3. Works with the ICF Coordinator/Editor to ensure that the Methods utilized by the authors of the guidelines meet the AHQR requirements for acceptance and publication on the www.guidelines.gov website
4. Serve as either a presenter or panel member for the CSM ICF-based Clinical Practice Guidelines update presentation each year. The NGC coordinator will be budgeted for two days of hotel/per diem expenses at CSM annually. Travel/airfare will not be budgeted.

D. Term of NGC Coordinator

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