

ICF-BASED CLINICAL PRACTICE GUIDELINES PROGRAM POLICY

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ICF-BASED CLINICAL PRACTICE GUIDELINES PROGRAM POLICY

I. ICF-BASED CLINICAL PRACTICE GUIDELINES ADVISORY PANEL

A. Panel Structure

The International Classification of Functioning, Disability and Health based Clinical Practice Guidelines (ICF-based CPG) Advisory Panel consists of the ICF-based CPG Coordinator / Editor, the Section Board of Directors Liaison, and 5 members with a broad-based content expertise in the development of Clinical Practice Guidelines (CPGs).

B. ICF-based CPG Advisory Panel Roles

- a. Periodically review, edit, and assist the ICF-based CPG Coordinator / Editor with editing the ICF-based CPG Program Policies
- b. Review for each CPG draft to ensure consistency and ongoing quality, accuracy, usefulness, and relevance to clinical practice and external stakeholders.
- c. Make judgments on any unresolved disputes between the ICF-based CPG Coordinator / Editor, the CPG Authors, Reviewers, the Orthopaedic Section Administration/Directors, or the JOSPT Administration/Boards.

C. Meetings

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

D. Terms

- a. Members of the ICF-based CPG Advisory Panel are appointed by the Orthopaedic Section Board of Directors.
- b. Panel members serve 3-year terms. Advisory Panel members can serve no more than three 3-year terms.
- c. As the Orthopaedic Section's CPG processes transition to from developing guidelines to guideline revisions, the CPG Advisory Panel will be dissolved. Thus, it is estimated that this panel will no longer have substantive roles to be performed by approximately the year 2020.

II. ICF-BASED CLINICAL PRACTICE GUIDELINE REVISIONS ADVISORY PANEL

A. Panel Structure

The ICF-based Clinical Practice Guideline Revisions (CPG Revisions) Advisory Panel consists of the ICF-based CPG Coordinator / Editor, the Section Board of Directors Liaison, and 5 members with a broad-based content expertise in the ongoing processes, production, and publication of CPG Revisions.

B. ICF-based CPG Revisions Advisory Panel Roles

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- 1 a. Annually review, edit, and assist the ICF-based CPG Revisions Coordinator/Editor with
2 editing the CPG Revisions Procedural Manual. This Manual will be physical therapy-
3 specific and responsive to the evolving standards and requirements of the Institute of
4 Medicine and the Agency for Healthcare Research and Quality (www.guidelines.gov).
- 5 b. Serve as reviewers for each CPG Revision draft to ensure consistency and ongoing
6 quality, accuracy, usefulness, and relevance to clinical practice and external
7 stakeholders.
- 8 c. Make judgments on any unresolved disputes between the ICF-based CPG Revisions
9 Coordinator/Editor, the CPG Revision Authors, the Reviewers, the Orthopaedic Section
10 Administration/Directors, or the JOSPT Administration/Boards.
- 11 d. Maintain currency with the evolving standards and requirements of producing and
12 publishing of CPG Revisions, which includes periodically attending the Guidelines
13 International Network (GIN) Annual Conference or another, appropriate CPG-related
14 conference.

15 C. Meetings

- 16 a. The ICF-based CPG Revisions Advisory Panel will meet when deemed necessary by
17 the ICF-based CPG Revisions Coordinator/Editor
- 18 b. One ICF-based CPG Revisions Advisory Panel member per year will be expected to
19 participate in Guidelines International Network (GIN) Annual Conference or another,
20 appropriate CPG-related conference. It is also expected that participation in this
21 meeting will include making a presentation to the meeting attendee regarding a topic
22 relevant to CPG publication for common musculoskeletal disorders. The ICF-based
23 CPG Revisions Coordinator/Editor will facilitate submission, presentation preparation,
24 and presentation(s) at this CPG-related conference.
- 25 c. The ICF-based CPG Revisions Coordinator/Editor will request funding for travel,
26 lodging, and per diem expenses for participation in this CPG-related meeting using the
27 customary Orthopaedic Section budgeting processes.

28 D. Terms

- 29 a. Members of the ICF-based CPG Revisions Advisory Panel are appointed by the
30 Orthopaedic Section Board of Directors.
- 31 b. Panel members serve 3-year terms. ICF-based CPG Revisions Advisory Panel members
32 can serve no more than three 3-year terms.

33 **II. WORK GROUP ASSISTANCE**

34 A. Expenses for CPG Development

- 35 a. CPG Development Work Groups will be budgeted \$4,000 *per CPG* for expenses
36 required to complete the guideline. These expenses include, but are not limited to, 1)
37 travel and lodging expenses for workgroup authors to meet, 2) software for workgroup
38 members to manage storage and referencing of journal articles, and 3) honoraria for
39

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- graduate/administrative assistants to perform systematic review and critical appraisal bookkeeping tasks as directed by the Workgroup Leader or Designated Lead Author(s).
- b. Receipts must be submitted using the CPG Reimbursement Request Form at the time of the expense reimbursement request. CPG Reimbursement Request Forms should be sent to the ICF-based CPG Revisions Coordinator / Editor as well as to the Executive Direction at the Orthopaedic Section Office. Graduate/administrative assistants, if utilized, will be compensated as an independent contractor with the Orthopaedic Section and receive a 1099 in January following the year of work.
 - c. The ICF-based CPG Coordinator / Editor will budget for this \$4,000 expense in the year where the expenses are to initially be incurred. Given that the CPG development process is commonly 2 to 3 years, unspent funds in the will be available to assist the work group for up to three years following the initial budgeted year.
 - d. If funds greater than \$4,000 are required to complete the CPG, then 1) the CPG Workgroup leader and Lead Author(s) will work with the ICF-based CPG Coordinator / Editor to make a budget request with the Orthopaedic Section Board of Directors, or 2) Funds can be requested from Sections that are collaborating with the Orthopaedic Section to develop and complete the CPG

B. Expenses for CPG Revisions

- a. CPG Revision Work Groups will be budgeted \$2,000 *per year* for each CPG for expenses required to complete the following tasks
 - i. Conduct a systematic review of the relevant literature
 - ii. Make judgments related to the relevance and quality of the literature
 - iii. Adjust the CPG recommendations appropriate to the review and appraisal of the relevant literature.
 - iv. Submit documentation of the revision process and outcomes to the AHQR's National Guidelines Clearinghouse (www.guidelines.gov) - ensuring that our guidelines remain current.
- b. These expenses include, but are not limited to, 1) honoraria, up to \$1000 per year, for the CPG Revision Workgroup Leader, 2) honoraria for graduate/administrative assistants to perform systematic review and critical appraisal bookkeeping tasks as directed by the CPG Revision Workgroup Leader or Designated Lead Author(s), 3) software for workgroup members to manage storage and referencing of journal articles, and 4) travel, lodging, per diem, or meeting room expenses for workgroup member to meet.
- c. Receipts must be submitted using the CPG Reimbursement Request Form at the time of the expense reimbursement request. CPG Reimbursement Request Forms should be first sent to the ICF-based CPG Revisions Coordinator / Editor who will then forward the reimbursement request to the Orthopaedic Section Office. Graduate/administrative assistants, if utilized, will be compensated as an independent contractor with the Orthopaedic Section and receive a 1099 in January following the year of work.
- d. If funds greater than \$2,000 are required in any given year for expenses related to completing CPG revision tasks, then 1) the CPG Workgroup leader and Lead Author(s) will work with the ICF-based CPG Revisions Coordinator / Editor to make a budget request with the Orthopaedic Section Board of Directors, or 2) Funds can be requested

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1 from Sections that are collaborating with the Orthopaedic Section to complete the CPG
2 revision.
3

4 **III. COPYRIGHT**

5 6 A. Copyright Ownership 7

8 The Orthopaedic Section, APTA, Inc and the *Journal of Orthopaedic & Sports Physical*
9 *Therapy* own the copyright for all guidelines developed under the ICF-Based Practice
10 Guidelines.
11

12 **IV. ICF-BASED CLINICAL PRACTICE GUIDELINES COORDINATOR/EDITOR**

13 14 A. Honorarium 15

16 The ICF-based Clinical Practice Guidelines Coordinator/Editor will be paid a fixed amount per
17 completed guideline coordinated as indicated in the Agreement to Provide ICF-Based Practice
18 Guidelines Coordinator/Editor Services. Payment will be made after the final proof of the
19 guideline has been reviewed, edited and accepted for publication in the *Journal of Orthopaedic*
20 *& Sports Physical Therapy* and this proof is submitted to the Orthopaedic Section Board
21 Liaison to ICF-based Clinical Practice Guidelines. The honorarium set in 2008 was \$1,500 per
22 guideline and will remain at that level until altered by the Board of Directors. The Board of
23 Directors will consider raising the honorarium to \$2,000 per guideline and \$500 per guideline
24 revision in 2014
25

26 B. ICF-Based Clinical Practice Guidelines Coordinator/Editor Performance Evaluation 27

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

- 34 1. Recommends to the Section Board of Directors the appointment of work group leaders,
35 work group members, and potential advisory panel members.
- 36 2. Maintains a list of potential Reviewers with expertise in various content areas.
- 37 3. Assists work groups with identifying and delineating the content areas of their practice
38 guidelines.
- 39 4. Edits the practice guideline submission from the work group so that guidelines have a
40 consistent labeling system that follows both ICF and ICD taxonomies and are formatted for
41 publication in JOSPT.
- 42 5. Following completion of the edits, returns the practice guideline to the work group for
43 review of the edits.
- 44 6. After the work group agrees on their draft of the guideline, forwards the guideline to the
45 ICF Advisory Panel members and Reviewers for additional comment and review. This
46 review process may occur in stages such that selected Content Expert Reviewers may

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1 review the guideline first, and edits incorporated, prior to other members of the review
2 team.

- 3 7. Works with the guidelines authors/work group to compile the suggestions from Advisory
4 Panel and Reviewers and integrate, as appropriate, into the draft guidelines that are then
5 sent to the JOSPT editor for review.
- 6 8. Works with work group leader to address all requests for changes suggested by the JOSPT
7 editors, and upon completion of this task forwards the guideline to JOSPT publication.
- 8 9. Collaborates with the ISC Editor, the OP Editor, the Residency and Fellowship Education
9 Coordinator, the Education Programming Chair, and the Section's publication staff to
10 integrate ICF publications into the Section's a) conference education programming, b)
11 continuing education offerings, c) clinical residency and/or fellowship curriculum
12 development and implementation, d) support of entry-level/professional and post-
13 professional academic curricula, e) Orthopaedic Section National Outcomes Database
14 minimal data sets, and f) the remaining relevant components of the Orthopaedic Section's
15 current strategic plan.
- 16 10. Assists the guidelines Revision Coordinator/Editor with identifying and delineating the
17 guidelines due for revision and the work group leaders and potential authors and reviewers
18 of the ICF-based clinical practice guidelines revisions.
- 19 11. Assists the NCG Coordinator with identifying and delineating the guidelines due for
20 submission to the National Guidelines Clearinghouse (www.guidelines.gov.)
- 21 12. Submit a budget annually to the Finance Committee with the following information/line
22 items:
 - 23 • Estimated total honorarium for the ICF-based CPG Coordinator/Editor
 - 24 • Estimated total honorarium for the ICF-based CPG Revision Coordinator/Editor
 - 25 • Estimated total honorarium for the NGC Coordinator
 - 26 • Travel expenses for the ICF-based CPG Coordinator/Editor to participate in the
27 CSM Board of Director's meeting and moderate the ICF guidelines update
28 presentation, and meet with CPG workgroup leaders and authors (airfare, 3 days per
29 diem)
 - 30 • Travel expenses for the ICF-based CPG Revisions Coordinator/Editor to participate
31 in the CSM Board of Director's meeting and moderate the ICF guidelines update
32 presentation, and meet with CPG workgroup leaders and authors (airfare, 3 days per
33 diem)
 - 34 • Travel expenses for the NGC Coordinator to participate in the ICF guidelines update
35 presentation, participate (when requested) in the CSM Board of Director's meetings,
36 participate (when requested) in the JOSPT meetings, and meet with CPG workgroup
37 leaders and authors (airfare, 2 days per diem)
 - 38 • Estimate of the CPG Development workgroup expenses
 - 39 • Estimate of the CPG Revisions workgroup expenses

40 D. Term of ICF-Based Clinical Practice Guidelines Coordinator/Editor

41 The initial appointment for the ICF-based CPG Coordinator/Editor will be a three (3) year term
42 with the option to serve an additional three (3) year term for a maximum of four terms.
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V. ICF-BASED CLINICAL PRACTICE GUIDELINES REVISIONS COORDINATOR / EDITOR

A. Honorarium

The ICF-based CPG Revision Coordinator/Editor will be paid a fixed amount per completed guideline revision coordinated as indicated in the Agreement to Provide ICF-Based Clinical Practice Guidelines Revisions 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 2011 was \$1000 per guideline and will remain at that level until altered by the Board of Directors.

B. ICF Guidelines Revision Coordinator Performance Evaluation

ICF-Based Clinical Practice Guidelines Coordinator/Editor, ICF-Based Clinical Practice Guidelines work group members, other Advisor Panel members, and the Board of Directors will evaluate the performance of the ICF-Based Clinical Practice Guidelines Revision Coordinator/Editor on an ongoing basis. The Section Board of Directors Liaison will oversee this performance evaluation.

C. ICF-Based Clinical Practice Guidelines Revision Coordinator/Editor Duties and Responsibilities

1. Assists work groups authors with revising their practice guidelines - every 5 years
2. Ensures that CPG revision methods are consistent with current standards - such as standards promoted by the Institute of Medicine (IOM) and the Agency for Healthcare Research and Quality's (AHRQ) National Guidelines Clearinghouse - and appropriately utilized for the relevant publications in these guidelines revisions
3. Edits the clinical practice guideline revision 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.
4. Following completion of the edits, returns the practice guideline revision to the work group for review of the edits.
5. After the work group agrees on their draft of the guideline revision, forwards the guideline revision 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 revision first prior to other members of the review team.
6. Works with the guidelines revision 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.
7. 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 revision to JOSPT publication.

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8. Collaborates with the ICF-Based Clinical Practice Guidelines Coordinator/Editor, ISC Editor, 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.

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

The initial appointment for the ICF-based Guidelines Revision Coordinator/Editor will be a three (3) year term with the option to serve an additional three (3) year term for a maximum of four terms.

VII. NATIONAL GUIDELINES CLEARINGHOUSE (NGC) COORDINATOR

A. Honorarium

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

B. NGC Coordinator Performance Evaluation

ICF Coordinator/Editor and the Section Board of Directors Liaison will oversee the annual performance evaluation of the NGC Coordinator.

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 AHRQ requirements for acceptance and publication on the www.guidelines.gov website

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- 1 4. Serve as either a presenter or panel member for the CSM ICF-based Clinical Practice
2 Guidelines update presentation each year. The NGC coordinator will be budgeted for two
3 days of hotel/per diem expenses at CSM annually. Travel/airfare will not be budgeted.
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5 D. Term of NGC Coordinator
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7 The initial appointment for the NGC Coordinator will be a three (3) year term with the option
8 to serve an additional three (3) year terms for a maximum of four terms.
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ORTHOPAEDIC SECTION, APTA, INC
2920 EAST AVENUE SOUTH, Suite 200, LA CROSSE WI, 54601 800-444-3982 FAX 608-788-3965
CLINICAL PRACTICE GUIDELINE REIMBURSEMENT REQUEST FORM

Date: _____

Name: _____
(PLEASE PRINT OR TYPE)

Practice Guideline Name / Content Area: _____

<u>Expense requested to be reimbursed:</u>	<u>Amount of Expense</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount:

Where applicable, please include original receipts or scanned copies with this request

I certify that this expense report / reimbursement request is correct and that these expenses are not being submitted for reimbursement to any other organization:

Signature _____ SS or Tax ID# _____

Phone: () _____

Mail check to: _____

Please send this reimbursement request to: Terri DeFlorian, Executive Director, Orthopaedic Section, APTA
Joe Godges, ICF-based CPG Coordinator
Christine McDonough, ICF-based CPG Revisions Coordinator
tdeflorian@orthopt.org; icf@orthopt.org; cmm@bu.edu

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LINE ITEMS FOR ORTHO SECTION'S BUDGET SPREADSHEET

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2015 Budget Requests

Line 4118 Travel – General (to CSM)	3,890
ICF-based CPG Coordinator:(\$470)(3 days x \$310 = \$930)	1,400
ICF-based CPG Revisions Coordinator:(\$470)(3 days x \$310 = \$930)	1,400
ICF-based CPG National Guidelines Clearinghouse (NCG) Coordinator:(\$470)(2 days x \$310 - \$620)	1,090
Line 4121 - ICF-based CPG Honorarium	14,000
Guidelines Coordinator (4 guidelines @ \$1,500 each = \$6,000) (4 guideline revisions @ \$500 each = \$2,000)	8,000
Guidelines Revision Coordinator (4 guidelines @ \$1,000 each = \$4,000)	4,000
Natl Guidelines Clearinghouse Coordinator – to post/maintain guidelines on www.guidelines.gov (8 guidelines @ \$250 each = \$2,000)	2,000
Line 4180 Author Fees - ICF-based CPG Development	26,000
Shoulder Instability CPG (Workgroup Leader: Phil McClure)	4,000
Patellofemoral Pain CPG (Workgroup Leader: Lynn Snyder-Mackler)	4,000
ACL Prevention CPG (Workgroup Leader: Lynn Snyder-Mackler)	4,000
Post-Concussion Syndrome CPG - in progress (Workgroup Leader: TBA)	3,000
Hip Fractures - in progress (Workgroup Leader: Christine McDonough)	3,000
Carpal Tunnel Syndrome - in progress (Workgroup Leader: Joy MacDermid)	2,000
Elbow Epicondylitis - in progress (Workgroup Leader: Joy MacDermid)	2,000
Distal Radial Fracture - in progress (Workgroup Leader: Joy MacDermid)	2,000
Medical Screening CPG - in progress (Workgroup Leaders: Davenport, Wong)	2,000
Line 4180 Author Fees - ICF-based CPG Revisions	14,000
Heel Pain CPG Revision (Workgroup Leader: RobRoy Martin)	2,000
Neck Pain CPG Revision (Workgroup Leader: Peter Blanpied)	2,000
Hip OA CPG Revision (Workgroup Leader: Michael Cibulka)	2,000
Knee Ligament CPG Revision (Workgroup Leader: David Logerstedt)	2,000
Knee Cartilage CPG Revision (Workgroup Leader: David Logerstedt)	2,000
Achilles Tendinopathy CPG Revision (Workgroup Leader: RobRoy Martin)	2,000
Low Back Pain CPG Revision (Workgroup Leaders: Tony Delitto, Steve George)	2,000
Total	57,890

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