

1 **ICF-BASED CLINICAL PRACTICE GUIDELINES POLICY COVER PAGE**
2 **Orthopaedic Section Board Liaison – Stephen McDavitt, President**
3

4 **Purpose:** In February 2005, the Section Board of Directors approved the development of
5 the ICF-based Clinical Practice Guidelines Project. The purpose of the project is to
6 develop evidence-based clinical practice guidelines utilizing the framework of the
7 International Classification of Functioning, Disability and Health (ICF). A Work Group
8 for a specific body region, recommended by the ICF Coordinator/Editor and approved by
9 the Board of the Directors, have developed, and/or are working on guidelines that address
10 examination, evaluation, diagnosis, prognosis, and assessment of outcome for the most
11 common musculoskeletal conditions treated by orthopaedic physical therapists.
12

13 **Coordinators and Advisory Panels:**
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15 The ICF-based Clinical Practice Guidelines Coordinator / Editor (CPG Coordinator) is
16 appointed by the Section Board of Directors for a 3-year term. The CPG Coordinator
17 appoints, with Board of Director approval, an ICF-based Practice Guidelines Advisory
18 Panel to review, edit, and approve guidelines submitted by Work Groups at the request of
19 the CPG Coordinator. The ICF Advisory Panel consists of the CPG Coordinator, the
20 Section Board of Directors Liaison, and 5 content experts recommended by the CPG
21 Coordinator. The term limit for ICF-based CPG Advisory Panel members is 3 years and
22 panel members can serve no more than four 3-year terms.
23

24 The ICF-based Clinical Practice Guidelines Revisions Coordinator / Editor (CPG
25 Revisions Coordinator) is appointed by the Section Board of Directors for a 3-year term.
26 The CPG Revisions Coordinator and the CPG Coordinator appoint, with Board of
27 Director approval, an ICF-based CPG Revisions Advisory Panel to review, edit, and
28 approve CPG Revision policies and procedures as well as CPG Revisions submitted by
29 Work Groups at the request of the CPG Revisions Coordinator. The ICF-based CPG
30 Revisions Advisory Panel consists of the CPG Revisions Coordinator, the CPG
31 Coordinator, the Section Board of Directors Liaison, and 5 content experts recommended
32 by the CPG Revisions Coordinator and the CPG Coordinator. The term limit for ICF-
33 based CPG Revisions Advisory Panel members is 3 years and panel members can serve
34 no more than four 3-year terms.
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36 **National Guidelines Clearinghouse (NGC) Coordinator:** One Advisory Panel Member
37 will be appointed by the CPG Coordinator, with Board of Director approval, to be the NGC
38 coordinator.
39

40 **Current Members and Term Limits:**

41 Coordinator:	Joe Godges	2014 - 2017
42 Revisions Coordinator:	Christine McDonough	2013 - 2016
43 Advisory Panel Members:	James Matheson	2008 - 2014 (NGC Coordinator)
44	Todd Davenport	2012 - 2015
45	Phil McClure	2009 - 2015
46	Anthony Delitto	2009 - 2015

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(BOD approved 2-7-08, 2-20-08, 3-19-08, 7-14-09, 5-10-10, 5-9-11, 5-14-12, 7-24-14)

1 Joy MacDermid 2007 - 2013
2 James Irrgang 2007 - 2013
3 Rusty Smith 2009 - 2012
4

5 CPG Revisions Advisory
6 Panel Members: Guy Simoneau 2014 - 2020
7 Jay Irrgang 2014 - 2019
8 Paul Beattie 2014 - 2018
9 James Elliott 2014 - 2017
10 Sandra Kaplan 2014 - 2017
11

12 Practice Guideline
13 Stakeholder Reviewers: Roy Altman
14 Todd Davenport
15 Anthony Delitto
16 John Dewitt
17 Helene Fearon
18 Amanda Ferland
19 Joy MacDermid
20 JW Matheson
21 Phil McClure
22 Paul Shekelle
23 Leslie Torburn
24

25 **Meetings:**

26 The ICF-based CPG Advisory Panel will meet as deemed necessary by the CPG
27 Coordinator. The CPG Coordinator will also attend the Orthopaedic Section Board of
28 Directors meeting and business meeting at the APTA Combined Sections Meeting
29 annually. In addition, the CPG Coordinator will organize, submit the abstract, and
30 moderate a program that provides an update on the ICF-based Clinical Practice
31 Guidelines project each year at the APTA Combined Sections Meeting. Presenters/Panel
32 members at this CSM program are typically authors of recent or upcoming clinical
33 practice guidelines.
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35 The ICF-based CPG Revision Advisory Panel will meet as deemed necessary by the CPG
36 Revisions Coordinator. The CPG Revisions Coordinator will also attend the Orthopaedic
37 Section Board of Directors meeting and business meeting at the APTA Combined
38 Sections Meeting annually. The CPG Revisions Coordinator and one CPG Revisions
39 Advisory Panel member will participant in the Guidelines International Network annual
40 conference or another CPG-related conference. The CPG Revisions Coordinator and
41 CPG Revisions Advisory Panel member will submit abstracts for presentation at a CPG-
42 related conference most every year. A member of the CPG Revision Advisory Panel may
43 be requested to be a speaker during this presentation, as appropriate.
44

45 **ICF-based CPG Coordinator/Editor Tasks:** The ICF Coordinator will develop, define
46 content, review, finalize, and update ICF-based Clinical Practice Guidelines developed

1 by the various Work Groups. The ICF Coordinator is expected to coordinate the
2 development and publish 2 to 4 practice guidelines annually, for a total of at least 20
3 guidelines by 2018.

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5 **ICF-based CPG Revisions Coordinator/Editor Tasks:** The CPG Revisions
6 Coordinator will develop and implement a plan, in consultation with the CPG Revisions
7 Advisory Panel, to the update of all published ICF-based guidelines at least every 5-
8 years. The CPG Revisions Coordinator is expected to coordinate the development of and
9 publish 2 to 4 practice guidelines. In collaboration with the CPG Revisions Advisory
10 Panel.

11
12 **National Guidelines Clearinghouse (NGC) Coordinator Tasks:** The responsibility of
13 the NGC coordinator is to ensure that guidelines published in JOSPT become accepted for
14 placement on the Agency for Healthcare Research and Quality's National Guidelines
15 Clearinghouse website (www.guidelines.gov).

16
17 **Work other than meetings:** Ongoing throughout the year.

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19 **Qualifications:**

20 **ICF-based CPG Coordinator/Editor:** An Orthopaedic Section member who has the
21 desire and the experience to identify potential work group members as well as promote
22 and facilitate the success of the ICF Project. The position requires an average of
23 approximately 10 hours per week.

24
25 **ICF-based CPG Revisions Coordinator/Editor:** An Orthopaedic Section member who
26 has the desire and the experience to coordinate the work group members' efforts to
27 prepare practice guidelines revisions. Revisions for each guideline will be created at least
28 once every 5 years and will provide a synopsis of relevant publications, potentially
29 consistent with current standards such as the Institute of Medicine guidance and AHRQ
30 National Guidelines Clearinghouse requirements, and revised recommendations for the
31 clinical practice guidelines. The position requires an average of approximately 10 hours
32 per week..

33
34 **NGC Coordinator:** An Orthopaedic Section member who is an ICF Advisory Panel
35 member. This position requires approximately 20 hours per guideline over the course of
36 about 18 months for the process of submitting, revising and completing the process for a
37 guideline to be accepted and placed on the NCG website.

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39 **Conflict of Interest:** Refer to the policy located on the Orthopaedic Section web site at
40 www.orthopt.org/Governance/Section Policies/Conflict of Interest.

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42 **Compensation Policy:** In the event that specific conditions or circumstances lead to a
43 significant financial strain on the Section's Annual Budget the Section Board of
44 Directors, based on a recommendation from the Finance Committee, will direct the
45 Executive Director to discontinue all Stipends/Honorariums paid to Section members
46 until fiscal solvency is attained.