

1 **ICF-BASED CLINICAL PRACTICE GUIDELINES POLICY COVER PAGE**
2 **Orthopaedic Section Board Liaison – Stephen McDavitt, President**
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5 **Purpose:** In February 2005, the Section Board of Directors approved the development of
6 the ICF-based Clinical Practice Guidelines (CPG) Project. The purpose of the project is
7 to develop evidence-based clinical practice guidelines utilizing the framework of the
8 International Classification of Functioning, Disability and Health (ICF). A Work Group
9 for a specific body region, recommended by the ICF Editor and approved by the Board of
10 the Directors, have developed, and/or are working on guidelines that address
11 examination, evaluation, diagnosis, prognosis, and assessment of outcome for the most
12 common musculoskeletal conditions treated by orthopaedic physical therapists. External
13 stakeholders, such as the Agency for Health Care Research and Quality's National
14 Guidelines Clearinghouse, require that the recommendations in the guidelines be
15 reviewed, and revised if the literature dictates, at least every 5 years. Thus, there needs to
16 be an ongoing review and revision process for each clinical practice guideline for the
17 recommendations in the guideline to remain current. As of 2015, there were 10 CPGs
18 published and 10 more under development. It is expected that the 10 CPGs under
19 development will be published by December 2020.
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22 **ICF-based CPG Coordinator**
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24 The ICF-based Clinical Practice Guidelines Coordinator (CPG Coordinator) will begin as
25 a full time employee of the Orthopaedic Section beginning in January of 2016. The CPG
26 Editor, CPG Revisions Editor, and Orthopaedic Section Executive Directors will
27 coordinate the training, supervision, and annual performance review of the CPG
28 Coordinator, soliciting input from the CPG Work Group Leaders. The CPG Coordinator
29 will assist the Editors by 1) managing the development of new CPGs and revisions of the
30 current CPGs, 2) ensuring that Orthopaedic Section / JOSPT CPGs maintain compliance
31 with current industry standards, and 3) developing new methods to continually improve
32 the quality of the CPGs, and 4) coordinating the Orthopaedic Section's CPG
33 implementation efforts.
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36 **Editors and Advisory Panels:**
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38 The ICF-based Clinical Practice Guidelines Editor (CPG Editor) is appointed by the
39 Section Board of Directors for a 3-year term. The CPG Editor appoints, with Board of
40 Director approval, an ICF-based Practice Guidelines Advisory Panel to review, edit, and
41 approve CPG Policies and clinical guidelines submitted by the Work Groups. The ICF-
42 based CPG Advisory Panel consists of the CPG Editor, the Section Board of Directors'
43 Liaison, and 5 content experts recommended by the CPG Editor. The term limit for ICF-
44 based CPG Advisory Panel members is 3 years and panel members can serve no more
45 than four 3-year terms.
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1 The ICF-based Clinical Practice Guidelines Revisions Editor (CPG Revisions Editor) is
2 appointed by the Section Board of Directors for a 3-year term. The CPG Revisions
3 Editor and the CPG Editor appoint, with Board of Directors' approval, an ICF-based CPG
4 Revisions Advisory Panel to review, edit, and approve CPG Revision policies and
5 procedures as well as CPG Revisions submitted by Work Groups at the request of the
6 CPG Revisions Editor. The ICF-based CPG Revisions Advisory Panel consists of the
7 CPG Revisions Editor, the CPG Editor, the Section Board of Directors Liaison, and 5
8 content experts recommended by the CPG Revisions Editor. The term limit for ICF-
9 based CPG Revisions Advisory Panel members is 3 years and panel members can serve
10 no more than four 3-year terms.

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13 **National Guidelines Clearinghouse (NGC) Coordinator:** One Advisory Panel Member
14 will be appointed by the CPG Editor, with Board of Directors' approval, to be the NGC
15 Coordinator.

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18 **Current Members and Term Limits:**

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20 CPG Coordinator: To be named/hired
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22 CPG Editor: Joe Godges 2014 - 2017
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24 CPG Revisions Editor: Christine McDonough 2013 - 2016
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26 Advisory Panel Members: Todd Davenport 2014 - 2017
27 Anthony Delitto 2015 - 2018
28 JW Matheson 2015 - 2018 (NGC)
29 Phil McClure 2015 - 2018
30 Joy MacDermid 2013 - 2016
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32 CPG Revisions Advisory
33 Panel Members: Jay Irrgang 2014 - 2019
34 Paul Beattie 2014 - 2018
35 James Elliott 2014 - 2017
36 Sandra Kaplan 2014 - 2017
37 Guy Simoneau 2016 - 2019
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39 Practice Guideline
40 Stakeholder Reviewers: Roy Altman
41 John Dewitt
42 Helene Fearon
43 Amanda Ferland
44 Paul Shekelle
45 Leslie Torburn
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1 Translation Coordinators:
2 Chinese: Yue Lilian Chen
3 Spanish: TBD

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5 Patient/Consumer

6 Advisory Panel Members: Elizabeth Hammond 2015 - 2020
7 David Killoran 2015 - 2020
8 Jennifer Kusnell 2015 - 2029
9 Leslie Torburn 2015 - 2018
10 Helene Fearon 2015 - 2018

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12 CPG Implementation

13 Advisory Panel Members: Marielle Blackman (ortho) 2015 - 2020
14 Marie Potter (sports) 2015 - 2020
15 Corinne Cooley (pain mgt) 2015 - 2018
16 Katie McBee (practice mgt) 2015 - 2018
17 Peter Blanpied (neck) 2015 - 2019
18 Phil McClure (shoulder) 2015 - 2019
19 Ann Lucado (elbow) 2015 - 2019
20 Tony Delitto (low back) 2015 - 2018
21 Mike Cibulka (hip) 2015 - 2018
22 Lynn Snyder-Mackler (knee) 2015 - 2018
23 RobRoy Martin (ankle/foot) 2015 - 2018

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26 **Meetings:**

27 The ICF-based CPG Advisory Panel will meet as deemed necessary by the CPG Editor.
28 The CPG Editor will also attend the Orthopaedic Section Board of Directors meeting and
29 business meeting at the APTA Combined Sections Meeting annually. In addition, the
30 CPG Editor will organize, submit the abstract, and moderate a program that provides an
31 update on the ICF-based Clinical Practice Guidelines project each year at the APTA
32 Combined Sections Meeting. Presenters/Panel members at this CSM program are
33 typically authors of recent or upcoming clinical practice guidelines. The CPG Editor will
34 collaborate with the CPG Revisions Editor with organizing and presenting a meeting to
35 train potential CPG workgroup team member to participate in literature searches,
36 literature reviews, and article appraisals. This meeting will typically take place just prior
37 to the Orthopaedic Section's Annual Meeting - at the same location.

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39 The ICF-based CPG Revision Advisory Panel will meet as deemed necessary by the CPG
40 Revisions Editor. The CPG Revisions Editor will also attend the Orthopaedic Section
41 Board of Directors meeting and business meeting at the APTA Combined Sections
42 Meeting annually. The CPG Revisions Editor and one CPG Revisions Advisory Panel
43 member will participant each year in the Guidelines International Network annual
44 conference or another CPG-related conference. The CPG Revisions Editor and CPG
45 Revisions Advisory Panel member will submit abstracts for presentation at CPG-related

1 conferences. A member of the CPG Revision Advisory Panel may be requested to be a
2 speaker during these presentations, as appropriate.

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4 **ICF-based CPG Coordinator Tasks:** 1) Manage the master schedule of all CPGs to
5 ensure production adheres to timelines developed by ICF-based CPG Development and
6 Revisions Editors; 2) Assist the ongoing update of the ICF-based CPG Development and
7 Revisions Handbook; 3) Manage each stage of the production process for each CPG
8 initial development or revision; 4) Facilitate effective and timely communication between
9 all members of the CPG program and teams throughout the production process, including
10 the CPG Editors, Team leaders, team members, reference librarians, and Orthopaedic
11 Section staff; 5) Coordinate administrative tasks, including collection of contact and
12 affiliation information, conflict of interest forms, and process expense reports submitted
13 by team members; 6) Track expenses by team and across the CPG development program
14 and prepare summary reports for Editors; 7) Coordinate the draft CPG Review process;
15 8) Manage post-publication dissemination of the CPGs; 9) Assist Editors to document
16 CPG project status and produce reports to the Orthopaedic Section and JOSPT Board of
17 Directors, 10) Assist the Editors with planning and execution of training program and
18 activities for CPG reviewers and appraisers at the Orthopaedic Section's Annual
19 Conference; 11) Assist the Editors with identification and selection of new CPG
20 development standards, methods, and tools; 12) Assist the Editors with selection and
21 implementation of a modular, real-time online CPG Development and Updating system;
22 13) Assist the Editors to identify, select, and implement procedures to automate existing
23 literature searches within the online update system; and 14) Perform tasks as needed to
24 supplement the Orthopaedic Section's efforts in preparation and execution of membership
25 meetings (e.g., CSM, Annual Conference).

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27 **ICF-based CPG Editor Tasks:** The CPG Editor will develop, define content, review,
28 finalize, and submit for publication, ICF-based Clinical Practice Guidelines developed by
29 the various Work Groups. In coordination with the CPG Revisions Editor, the CPG
30 Editor will train, supervise and conduct the yearly performance review of the CPG
31 Coordinator. The ICF-based CPG Editor is expected to coordinate the development and
32 publish 1 to 3 practice guidelines annually, for a total of approximately 20 guidelines by
33 2020.

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35 **ICF-based CPG Advisory Panel Tasks:** The CPG Advisory Panel will review the ICF-
36 based CPG Policies and Procedures on an annual basis and provide recommendations, as
37 appropriate and needed to improve the development processes. The CPG Advisory Panel
38 members will also serve as either content expert or stakeholder reviewers for all newly
39 developed CPGs. The CPG Advisory Panel members will also be requested to offer
40 guidance in the event there is a dispute between the Editor, Authors, Reviewers, or Board
41 Members with regard to the CPG development activities or processes. An individual may
42 be a CPG Advisory Panel Member for up to four 3-year terms.

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44 **ICF-based CPG Revisions Editor Tasks:** The CPG Revisions Editor will develop and
45 implement a plan, in consultation with the CPG Revisions Advisory Panel, to the update
46 of all published ICF-based guidelines at least every 5-years. In coordination with the

1 CPG Editor, the CPG Revisions Editor will train, supervise and conduct the yearly
2 performance review of the CPG Coordinator. The CPG Revisions Editor is expected to
3 coordinate the development of and publish 1 to 3 practice guideline revisions in
4 collaboration with the CPG Revisions Advisory Panel.

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6 **ICF-based CPG Revisions Advisory Panel Tasks:** The CPG Revisions Advisory Panel
7 will review the ICF-based CPG Policies and Procedures on an annual basis and provide
8 recommendations, as appropriate and needed to improve the development processes. The
9 CPG Revisions Advisory Panel members will also serve as either a content expert of
10 stakeholder reviewer for all CPG Revisions. The CPG Revisions Advisory Panel
11 members will also be requested to offer guidance in the event there is a dispute between
12 the Revisions Editor, Authors, Reviewers, or Board Members with regard to the CPG
13 Revisions activities or processes. An individual may be a CPG Revisions Advisory Panel
14 Member for up to four 3-year terms.

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16 **National Guidelines Clearinghouse (NGC) Coordinator Tasks:** The responsibility of
17 the NGC Coordinator is to ensure that guidelines published in JOSPT become accepted for
18 placement on the Agency for Healthcare Research and Quality's National Guidelines
19 Clearinghouse website (www.guidelines.gov).

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21 **ICF-based CPG Patient/Consumer Advisory Panel Tasks:** The CPG Patient /
22 Consumer Advisory Panel will review the ICF-based CPG Policies and Procedures on an
23 annual basis and provide recommendations, as appropriate and needed to improve the
24 development processes. The CPG Patient Perspectives Advisory Panel members will also
25 serve as stakeholder reviewers for all newly developed CPGs and CPG revisions. The
26 CPG Advisory Panel members will also be requested to closely review and comment on
27 any patient-oriented implementation tools, such as the "Patient Perspectives" information
28 page that routinely follows a newly published CPG - or - a guidelines-based mobile app
29 of condition-specific therapeutic exercises. An individual may be a CPG Patient /
30 Consumer Advisory Panel Member for up to four 3-year terms.

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32 **ICF-based CPG Implementation Advisory Panel Tasks:** The CPG Implementation
33 Advisory Panel will review the ICF-based CPG Policies and Procedures on an annual
34 basis and provide recommendations, where needed, to improve the development
35 processes. The CPG Implementation Advisory Panel members will also serve as
36 stakeholder reviewers for all CPGs and CPG revisions. The CPG Implementation
37 Advisory Panel members will also be requested to review and assist with making
38 judgments on guideline adherence for any CPG implementation tool or product that will
39 be distributed by the Orthopaedic Section or JOSPT in a revenue-sharing contractual
40 arrangement with the vendor that produced the implementation tool/product. An
41 individual may be a CPG Implementation Advisory Panel Member for up to four 3-year
42 terms.

43 **Qualifications:**

44 **ICF-based CPG Editor:** An Orthopaedic Section member who has the desire and the
45 experience to identify potential work group members as well as promote and facilitate the
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1 success of the ICF Project. The position requires an average of approximately 20 hours
2 per month.

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

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

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

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