CLINICAL PRACTICE GUIDELINE ENDORSEMENT PROCESS BOD R12-13-04-08 [Procedure]

A clinical practice guideline (CPG) includes graded recommendations on best practice for a specific condition or clinical question based on the systematic review & evaluation of the quality of the scientific literature. These documents are defined by a stringent methodology and formal process for development; although variation can exist all must meet standard criteria. CPGs can be identified either by the PTNow EBP Library team from its repository or by an individual, section, or external organization for potential endorsement by APTA. The CPG endorsement process will involve APTA staff, the PTNow EBP Library team (which includes the EBP Library editor, PTNow subject matter experts and AGREE II (Appraisal of Guidelines for Research and Evaluation Instrument) reviewers, and APTA’s lead information specialist/librarian), and the APTA Board of Directors (Board). At any point in the process of evaluation of clinical practice guidelines, if the pre-set criteria are not met, the endorsement process would stop and the Board would be notified of the decision through the Weekly Board Report. The process for CPG endorsement will be made available on the PTNow site and in PT in Motion. The goal is to educate members about CPG development, the process for evaluating CPG’s using a critical appraisal tool such as AGREE II, and the importance of CPGs and knowledge translation in practice.

**Step 1:** APTA staff performs policy and administrative review in order to:

- Ensure consistency with APTA policies
- Ensure the guideline is available for free access
- Ensure the guideline is less than 5 years old

If the CPG meets these criteria, the CPG moves to the next step:

**Step 2:** APTA’s PTNow EBP Library team performs a scientific review to ensure that the guideline is of high quality.

- At least 2 members of the PTNow EBP Library team, who do not have conflicts of interest, will use a standardized critical appraisal tool (such as the AGREE II tool) to assess the methodological rigor and transparency with which a guideline was developed.
- The PTNow EBP Library team will use the results from the CPG critical appraisal tool to determine whether the CPG should be endorsed. Both externally developed and internally developed CPGs will undergo the above process.
- Staff will prepare a report for the Board of Directors reflecting the decision of the EBP Library Team.

**Step 3:** APTA’s Board of Directors reviews the report to ensure that the CPG review process outlined above has been followed.

- The Board of Directors accept or reject the report
- Staff will communicate with the Board of directors if an internal CPG is recommended for non-endorsement
- If the CPG successfully meets all criteria for endorsement, formal notification with the APTA President’s signature will be sent to the organization or individual that requested endorsement. This notification will be archived as an official statement from APTA.
- If the CPG does not meet all criteria for endorsement, formal notification with the APTA President’s signature will be sent to the organization or individual that requested endorsement with a rationale for non-endorsement. This notification will be archived as an official statement from APTA.
• The CPG will be recognized by a special icon in PTNow to indicate APTA’s endorsement, to inform members, and differentiate from other posted CPGs on PTNow.

1 Board of Directors 12/11; Staff Report

(Clinical Practice and Research Dept  x8513)

Explanation of Reference Numbers:
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.