

ASCCP Clinical Documents

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	ASCCP GUIDELINE	ASCCP CLINICAL CONSENSUS	PRACTICE ADVISORY	SYSTEMATIC REVIEW
Example(s)	Management Guidelines	Incarcerated Populations; DES	COVID19 Statement, USPSTF guideline release	
General description	Evidence based guidance on key topics. Developed following process consistent with best practices (e.g. https://www.nationalacademies.org/our-work/standards-for-developing-trustworthy-clinical-practice-guidelines as possible)	Expert based guidance when available evidence insufficient for evidence based guideline, but guidance still necessary	Rapidly developed (ideally ready for dissemination approximately 4 weeks after assignment to authors) document to raise awareness about time sensitive clinical issue	Systematic review of relevant literature meeting PRISMA guidelines for process and publication. Does not include management recommendations, but may make recommendations for future research.
Topic selection process	Annual solicitation of potential topics from membership, practice committee, and exec board. Practice committee recommends topic list to board with modification/approval by board.	Annual solicitation of potential topics from membership, practice committee, and exec board. Practice committee recommends topic list to board with modification/approval by board.	President with advice of executive board as necessary.	Annual solicitation of potential topics from membership, practice committee, and exec board. Practice committee recommends topic list to board with modification/approval by board.
Development process	Practice committee outlines specific clinical questions to be covered in guideline. Authors/consensus panel follows guideline development (will need to define and create description for publication or posting on website) process as close to https://www.nationalacademies.org/our-work/standards-for-developing-trustworthy-clinical-practice-guidelines as possible. (COI management, public comment, systematic review, transparent recommendation statement development process, etc.) Develop targeted timeline for project completion.	Practice Committee chooses authors to do full literature review of available direct and indirect evidence, draft recommendation, and provide guidance and rationale. Specific questions to be addressed in opinion outlined by practice committee. Develop targeted timeline for project completion.	Author(s) designated by President with option to delegate to Practice Committee	Practice committee outlines specific clinical questions to be covered in review. Authors/review panel follows process consistent with PRISMA guidelines to search, review, and summarize literature. When appropriate, meta analysis may be performed. Draft document will be posted for public comment and final document reviewed and approved by practice committee and board.

This policy has been reviewed, approved, and adopted by the Board of Directors on August 5, 2024

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Public Comment	Completed document will be posted on ASCCP website in draft format for 30 days after initial approval by practice committee and board. Public comments to be reviewed by practice committee and writing team with revisions as appropriate and general response to public comments summarized in brief “response to public comment” section in final document submitted to board for final approval.	Completed document will be posted on ASCCP website in draft format for 30 days after initial approval by practice committee and board. Public comments to be reviewed by practice committee and writing team with revisions as appropriate and general response to public comments summarized in brief “response to public comment” section in final document submitted to board for final approval.	No public comment.	Completed document will be posted on ASCCP website in draft format for 30 days after initial approval by practice committee and board. Public comments to be reviewed by practice committee and writing team with revisions as appropriate and general response to public comments summarized in brief “response to public comment” section in final document submitted to board for final approval.
Authorship	Practice Committee chooses authorship team, ranging from small group to full consensus process. Authors should have no significant financial or intellectual COI, and any potential COI needs disclosure. Some (preferably all) authors need expertise in evidence review. Authors would preferably be ASCCP members except for joint documents with other societies.	Practice Committee chooses authorship team, typically a small group. Authors should not have significant financial COI, and any potential COI needs disclosure. Some (preferably all) authors need expertise in evidence review. Content expertise needs to be assessed carefully by committee to minimize bias. Authors would preferably be ASCCP members except joint documents with other societies.	Single author or small group of ASCCP members, with management/disclosure of COI.	Practice Committee chooses authorship team, with size depending on scope of review. Authors should have no significant financial or intellectual COI, and any potential COI needs disclosure. Some (preferably all) authors need expertise in evidence review. Authors would preferably be ASCCP members except for joint reviews with other societies.

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Document Format	Introduction; methods (if we have a consistent process, could post on website to shorten this section); clear recommendations statements with summary of strength of evidence and recommendation (GRADE or management guideline format) followed by summary of relevant evidence and discussion of evidence and implementation considerations.	Introduction; methods (if we have a consistent process, could post on website to shorten this section); clear recommendations statements with GRADE or other summary of strength of evidence and recommendation followed by summary of any direct or indirect evidence and discussion of implementation considerations. When recommendation is largely expert opinion based, clear discussion of rationale for recommendation.	Generally one page document with references as appropriate.	To meet PRISMA guidelines for publication of systematic reviews (PRISMA statement (prisma-statement.org)).
Approval process	Reviewed and revised by practice committee (some consensus and joint documents may not allow revision). Recommendation for approval made to board. Final approval or return to practice committee by board. Acknowledgement of boards review and acceptance within the document.	Reviewed and revised by practice committee (some consensus and joint documents may not allow revision). Recommendation for approval made to board. Final approval or return to practice committee by board. Acknowledgement of boards review and acceptance within the document.	Approved by exec committee, with notification of board.	Reviewed and revised by practice committee. Recommendation for approval made to board. Final approval or return to practice committee by board. Acknowledgement of boards review and approval within the document.
Maintenance/ Review Process	Review by Practice Committee every 2 years with determination of withdrawal/revision/reaffirmation. Reaffirmations noted on website.	Review by Practice Committee every 2 years with determination of withdrawal/revision/reaffirmation. Reaffirmations noted on website.	Periodic review with removal from website when determined to be no longer relevant/correct	Review by Practice Committee every 2 years with determination of withdrawal/revision/reaffirmation. Reaffirmations noted on website. Withdrawn documents referred back to practice committee for assessment of whether update should be performed.
Dissemination	JLGTD - possibly open/free access. Ideally, posted on website.	JLGTD - possibly open/free access. Ideally, posted on website.	Email to membership / No expectation to publish in Journal. Posted on website.	JLGTD - possibly open/free access. Ideally, posted on website.

- ❖ The Practice committee is the designated committee for guideline selection and development process; however another committee (if deemed appropriate) can participate in these processes.

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