

DRAFT Terms of Reference for ACPGBI Guideline Committee

Michael Davies 04/09/2022

Background

- The production of guidelines is core business for the ACPGBI.
- “We are a society that seeks to advance the care of patients with bowel problems and to ensure we promote best clinical practice”.

To help achieve the aim of the ACPGBI members need guidance in their clinical practice, particularly in areas where there are significant changes. It is therefore essential that ACPGBI produce guidelines on a regular basis to provide leadership.

- Evaluation of published guidelines and their frequency of citation and effect on IMPACT factor:
- Citations for the journal / impact factor (Source - N.Smart)

CODI – 0% of top 10 / 9% of top 100 cited papers 2016-2020

DCR – 50% of top 10 / 15% of top 100 cited papers 2016-2020

These evaluations indicate the importance and interest in guidelines. They also have a secondary importance for increasing the significance of Colorectal Diseases (Impact Factor).

- The requirements for Guideline Development have significantly changed and there has been a “step-change” in the methodology with use of AGREE II (and now AGREE-S) and GRADE. This has increased the volume and complexity of work required to produce a guideline and many Colorectal Specialists are unfamiliar with this methodology. Many organisations including ESCP and AEAE? Have recognized this change and introduced a Guideline Committee to help assist with guideline development.

Purpose and Objectives

The aim of the ACPGBI should be to publish 2-3 guidelines p.a.

The purpose of the Guideline Subcommittee will be to provide a small group of individuals who have experience and training in modern guideline methodology whose roles include:

- Determining Areas of Practice for which a New / Updated Guideline is Required (Delphi)
- Evaluation of submitted guideline proposals
- Providing methodological support and knowledge for Subcommittees in the development of guidelines
- Guidance in Selecting Guideline Development Group members.
- Promoting newly published guidelines

Membership & Structure

The membership of the ACPGBI will be invited to apply for 3-4 positions on the committee for a 3 year period (renewable by reapplication). The Chair will be elected by the members of the subcommittee. In addition there will be a Methodology expert and a Statistician. Members will be expected to have completed INGUIDE Level 1 training or equivalent and show evidence of experience of guideline development.

Accountability:

The chair of the subcommittee will report to the Chair of the MCC.

Meetings:

The guideline group will meet regularly to evaluate new guideline proposals and update regarding current guideline development. Individual members will be required to attend Guideline Development Meetings more frequently as required.

Reimbursement of expenses:

The ACPGBI will reimburse reasonable day travel expenses and second class rail fares. Overnight accommodation and subsistence will be covered if required.

Other Financial Aspects:

(Training of ACPGBI members in guideline methodology)

Retainer Fee for Guideline Methodologist

Retainer Fee for Statistician?

Guideline Development Group Meeting Costs (Virtual Meetings should be the default to reduce expenses).

There may be additional expenditure required for Methodological Process e.g. Literature Search, Grading Process

Publication fees for Open Access in Colorectal Disease