ADMINISTRATIVE REGULATIONS

EVIDENCE-BASED CLINICAL PRACTICE GUIDELINES

I. Selection of Topics
The Clinical Guidelines and Research Committee proposes clinical areas for guideline development to the Council on Science and Research, and then the Board of Directors for approval. Selection of clinical areas for guideline development will be responsive to member needs, and the advocacy, policy, and educational concerns of the Academy.

Criteria to facilitate topic selection include, but are not limited to:
- Degree of public health importance (high prevalence, significant morbidity)
- Perceived or documented variation in practice patterns (impact on quality of care and patient safety)
- Potential for performance measure and MOC module development
- Timeliness of topic for informing and improving provider decision making
- Availability and strength/quality of evidence to produce clinical recommendations
- Area addresses multiple aspects of dermatology practice scope
- An area in which increased dermatologic attention and involvement would be helpful for the specialty
- Relevant to Medicare and Medicaid programs
- Relevant to managed care programs
- Availability of interventions with high societal or economic cost

II. Work Group Appointment
A Work Group is appointed by the Clinical Guidelines and Research Committee to identify and develop guidelines for Board approved clinical topic(s) after a review of Academy conflict of interest disclosure forms for possible Work Group members.

The Clinical Guidelines and Research Committee Chair, in consultation with the Chair of the Work Group, is responsible for ensuring the Work Group progresses and the guidelines are developed on time and within budget. As work proceeds, the Clinical Guidelines and Research Committee Chair may dismiss and/or appoint members to the Work Group to ensure the timely completion of a guideline, the integrity of the evidence
based methodology, and that all relevant areas of clinical expertise are reasonably addressed.

III. Methodology
The Academy employs an evidence-based methodology for developing guidelines. Evidence-based guidelines are herein defined as documents that support clinical decision making and contain systematically developed recommendations based on a search and review of available literature. The strength of evidence and specific data supporting each statement will be clearly indicated.

Board-approved guidelines will be submitted to the National Guideline Clearinghouse to support professional and public access.

IV. Review Process

Expert Review
The clinical question(s) and recommendations are developed by the appointed Work Group. Academy staff develop draft technical report(s) that address the clinical question(s) and inform recommendations. Feedback from the Work Group supports the production of a draft guideline which is then submitted to the Clinical Guidelines and Research Committee for their approval, or if necessary, further revision. This process may be repeated as necessary. Once approved by the Clinical Guidelines and Research Committee, the draft guideline is released to the membership for their review.

Membership Review
The draft guideline (marked ‘confidential’) is posted on the Academy Web site and may be accessed by member login only. Members will be given 10 business days to comment on the draft guideline. Comments are compiled in a standard format and sent to the Work Group Chair and Chair of the Clinical Guidelines and Research Committee for review and response to accept, reject, modify or request further information. Receipt of, and action on individual member comments is conveyed to the member in writing.

Council on Science & Research Review
Following the member comment period and incorporation of modifications to the draft guideline, the guideline is presented to the Council on Science and Research for their review and approval. Once approved by the Council, the draft guideline may be sent to the Board of Directors for final approval.

V. Final Approval and Publication
A final draft is approved by the Council on Science and Research and submitted for approval to the Board of Directors. Upon approval by the Board of Directors the guideline is posted on the Academy Web site and submitted to the editor of the *Journal of the American Academy of Dermatology* indicating the date of Board approval. The first author is the chair of the Work Group, followed by the names of the other members of the Work Group in an order determined by the Work Group Chair, and finally, the Chair of the Clinical Guidelines and Research Committee.
VI. Review and Revision of Guidelines

Board approved evidence-based guidelines will be considered for reaffirmation, update, or sunset at least every 5 years based on a review of published literature since guideline publication. The Clinical Guidelines and Research Committee will determine if the revisions are of such substance to require the review of the entire membership. Final Board approval will be required for guideline modifications that are deemed substantive enough to prompt member review.

Appendix B- Acceptance of Externally-Produced Guidelines

The Clinical Guidelines and Research Committee will consider review and acceptance of evidence-based clinical guidelines of care produced by other professional organizations when relevant and appropriate to the mission and interests of the American Academy of Dermatology (AAD). Acceptance of guidelines will be considered in selected circumstances when the Academy seeks to utilize another organization’s guideline in support of these interests in lieu of undertaking its own guideline on the same topic.

Considerations for Acceptance of Externally-Produced Evidence-Based Guidelines:

1. Only evidence-based guidelines, defined as documents that have been accepted for inclusion in the National Guideline Clearinghouse to support clinical decision making will be considered.

2. The guideline should not duplicate an existing AAD guideline or a guideline that is in development.

3. Guidelines proposed for acceptance will be reviewed by the Clinical Guidelines and Research Committee and result in a recommendation and rationale for one of the following courses of action:
   - Accept entire guideline
   - Accept selected section(s) of the guideline
   - Do not accept guideline

4. Guidelines recommended for acceptance, in whole or in part, will be forwarded to the Council on Science and Research, and then the Board of Directors for consideration and approval.

5. Acceptance of such evidence-based guidelines will be reviewed periodically and extended if appropriate, or rescinded as necessary based on sunset of guidelines, withdrawal from National Guideline Clearinghouse, or revisions to guidelines that are not in alignment with available scientific literature or Academy interests.