

Canadian Critical Care Society Knowledge Translation Committee

Process for guidelines review

Explicit standards for trustworthy guidelines are now available and the Canadian Critical Care Society (CCCS) has revised its process to review guidelines that it is asked to endorse. Herein, we present a summary of the process followed by members of the CCCS Knowledge Translation (KT) Committee. This information is intended for authors of guidelines who are hoping to receive CCCS endorsement or for readers of guidelines endorsed by the CCCS who would like to understand the process.

1. A formal request to review a guideline must be sent to the chair of the CCCS KT Committee.
 - a. Communication about the guidelines should be restricted; the author of the guideline should send the necessary documents only to the Chair of the CCCS KT Committee until the CCCS KT Committee has formally accepted to review the guideline.
 - b. Decision to review will be based on the scope of the proposed guideline with respect to the mandate of the CCCS
2. The CCCS KT Committee requires a period of at least one month to properly appraise a guideline and may request for more time for larger documents.
3. Two reviewers will be selected among the members of the CCCS KT Committee.
 - a. Each reviewer must be found to have no conflict of interests (COI) after completing the CCCS COI form
 - b. COI forms will be reviewed by the chair of the CCCS KT Committee or, if she/he is conflicted, by an unconflicted third party
 - c. At least one reviewer should have relevant content expertise for the guideline being reviewed
4. The CCCS KT Committee has elected to use the Appraisal of Guidelines for REsearch & Evaluation (AGREE)-II Tool to assess the quality of guidelines. AGREE-II is composed of 23 items addressing six domains: scope and purpose, stakeholder involvement, rigour of development, clarity of presentation, applicability, editorial independence.
 - a. In appraising the quality of the guidelines, we have elected not to discriminate by weighting domains and items
 - b. Reviewers will provide feedback and ultimately vote for endorsement, endorsement with modifications, conditional endorsement, partial endorsement, or no endorsement with an accompanying justification
5. The CCCS KT chair will collate the reviews and send the Committee's decision to the CCCS Chair
 - a. If reviewers agree to endorse, the decision will take effect immediately

- b. If reviewers disagree, the Committee chair will explore if it is possible to achieve a consensus
- c. If a consensus cannot be achieved or if both reviewers agree that the guideline should not be endorsed, an arbitrator selected by the CCCS KT committee chair, and approved by guideline author, will review the guideline and make a final ruling after considering the CCCS