

DRAFT MINUTES

Advisory Steering Committee for Development of Clinical Treatment Guidelines (ASC-CTG)

Washington, DC
December 13-14, 2010

Attendance: Steve Hollon, PhD (Chair), Patricia Arean, PhD, Michelle Craske, PhD, Kermit Crawford, PhD, Daniel Kivlahan, PhD, Jeffrey Magnavita, PhD, Tom Ollendick, PhD (by phone), Tom Sexton, PhD, Bonnie Spring, PhD.

Staff: Lynn Bufka, PhD, Steve Breckler, PhD, Katherine C. Nordal, PhD, Nathalie Gilfoyle, JD, Dan Galper, PhD, Mary Hardiman, Howard Kurtzman, PhD, Abere Sawaqdeh, Elizabeth Winkelman, JD, PhD.

Introductory comments:

Hollon, Breckler and Nordal welcomed the group and provided introductory comments regarding the charge of the ASC and the evolution of this project within APA. They emphasized the importance of this work for APA as well as more broadly for the fields of clinical research and healthcare. Committee members introduced themselves and presented an overview of their professional experience.

General discussion of CTG development: Perspectives, issues, goals:

Committee members discussed their general perspectives on treatment guidelines, including the pros and cons of developing guidelines and some of the complex issues inherent in the process.

Draft Mission/Vision:

Committee members discussed issues to be included in a draft statement of ASC mission, vision, and principles. A working group was appointed to provide a draft document for review by the full committee at the next meeting (Kivlahan, Ollendick, Hollon, Magnavita).

Conflict of Interest:

Gilfoyle (APA General Counsel) reviewed the conflict of interest policy for ASC members and discussed relevant legal issues. Policy is designed to promote a transparent, impartial decision-making process. Discussed the importance of disclosure of all potential, perceived or actual conflicts in completing conflict of interest statements (due 12/31/10).

Team Sites Presentation:

McCloud (APA ITS) demonstrated how to use the Team Site to share information and documents.

APA Process for CTG Development:

Discussed draft flow chart for the process of CTG development. Important issues include how to manage the systematic review process. Nationally and internationally accepted standards for guidelines used in the healthcare field will need to be considered.

Topic Selection:

Discussed considerations in selecting topics for guidelines development as well as potential topics. Workgroup was formed to develop criteria and a process for topic nominations and selection (Sexton, Craske, Crawford).

Selecting Members for Guidelines Development Panels:

Draft criteria for selecting members for guidelines development (writing) panels were discussed and will be considered further at the next ASC meeting. Reviewed Criteria for Evaluating Treatment Guidelines document (Criteria 15 – 17). Scope of work will need to be further specified (e.g., whether or not panel members grade the strength of the evidence or this task is contracted out). Current budget is for 6-8 members, but ASC can recommend more. How best to solicit nominations for the development panels was discussed and the names of some experts that may be invited to apply were generated. Calls for nominations will be distributed broadly.

Terminology for CTGs:

Agreed to use the terminology “APA Practice Guidelines for the treatment of x disorder.” This would avoid need to change APA policy and is more consistent with larger healthcare community (clinical practice guidelines v clinical treatment guidelines). Follow up with possible recommendations to change current policies regarding terminology for APA treatment and practice guidelines as needed.

Communications regarding APA CTGs:

Discussed the importance of communicating to members, the field, and others regarding APA CTG development. Multiple channels for ongoing communication are needed, in addition to the opportunity for member and public comment on draft guidelines.

Resources:

Discussed resources necessary for development of guidelines. Could apply for some grants and/or to AHRQ for support to conduct systematic reviews. May develop products or CE courses relating to CTGs.

Preparation for next meeting:

Focus of next meeting will be to create guidelines development procedures. ASC members will review in advance procedures of other groups that have produced well-regarded guidelines (e.g., NICE, Association of Otolaryngology) as well as procedures used to review the strength of evidence (e.g., AGREE, GRADE). ASC members were assigned specific content areas for review in the NICE guidelines procedures. Additional assignments as follows:

- Topic selection workgroup: Sexton, Crawford, Craske
- Question formulation workgroup: Arean, Spring, Hollon
- Vision, mission, principles: Kivlahan, Ollendick, Magnavita

Scheduled next ASC Meeting:

February 13-14, 2011