

Advisory Steering Committee for Development of Treatment Guidelines

Washington, DC

Feb. 13-14, 2011

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

Staff: Steve Breckler, PhD, Lynn Bufka, PhD, Dan Galper, PhD, Howard Kurtzman, PhD, Katherine C. Nordal, PhD, Ron Palomares, Omar Rehman, Abere Sawaqdeh, Elizabeth Winkelman, JD, PhD.

Invited Guest: Steve Pilling

Brief Welcome

Breakout into subgroups

Advisory steering committee members worked in their subgroups on their three tasks- articulating mission/vision, creating criteria for topic selection and defining the question formulation process to direct the systematic review process.

Approved Minutes from December 2010 meeting

Introductions of all attendees

Steve Pilling, PhD, Director, Centre for Outcomes, Research and Effectiveness, University College, London and Joint Director, National Collaborating Centre for Mental Health, National Institute for Health and Clinical Excellence (NICE), United Kingdom

Overview of NICE guideline development process

Pilling provided a comprehensive overview of issues and processes involved in generation of guidelines by NICE. Pilling discussed issues such as identifying and involving stakeholders, addressing concerns with the evidence, needed resources, facilitating productive meetings involving debate and consensus. Pilling also identified possible points of collaboration (sharing of datasets) and discussed pros and cons of different models of proceeding. Pilling supported involvement of multiple disciplines in the development of guidelines and expressed willingness to collaborate or otherwise share resources with APA as appropriate.

Conflict of interest

Committee members were reminded to be cognizant of conflicts of interest and to express those in advance (“declarations of interest”) and abstain from voting as necessary.

Sub group reports and activities

Mission/Vision/Principles: Subgroup presented their work to date and entire committee worked on refining the statement. Revision addressed issues pertinent to relevance to a variety of stakeholders, purpose of guideline creation, use of inclusive language and appropriate terminology. A revised draft will be circulated to committee members and shared with BPA, BSA and CAPP as part of the information update from the committee to these governance groups.

Topic Selection Criteria: Reviewed draft document and focused on clarifying criteria for selecting topics. The committee will select topics based on the criteria as well as consideration of other factors and provide a narrative rationale for each chosen topic. A revised document will be circulated to committee members and shared with BPA, BSA and CAPP as part of the information update from the committee to these governance groups. Several topics were discussed by the group and evaluated with the proposed criteria- “exemplars” were created that narratively explain rationale and review.

Question formulation: Subgroup reported on the process of formulating questions that drive systematic reviews to inform guidelines. The current model is PICOT which stands for populations, interventions, comparisons, outcomes and time. These factors together determine the question for which data is sought and for which a systematic review is conducted. The subgroup distinguished between background and foreground questions with the latter type being PICOT questions. The committee will generate “foreground” questions which guideline development panels will refine prior to a systematic review. The subgroup will draft a document for inclusion in communications with BPA, BSA and CAPP.

Communications: Committee discussed importance of communicating with governance, members and larger health professional community about their activities. All embraced the goal of transparency. The committee will update CAPP, BSA and BPA about their work and progress at the groups’ upcoming meetings by sharing minutes and documents generated to date. A web presence on www.apa.org will be developed. The committee is enthusiastic about communicating with the broader constituency and identifying possible collaborators and agreed to present on this work at various professional meetings. A core set of powerpoint slides will be developed for all to use.

External Funding: Committee reviewed a binder of materials prepared by staff regarding possible grants and other sources of funding. Also discussed potential collaborations with other organizations or funded individuals that might advance some of APA’s aims as well.

Guideline Development Panel members

Criteria for individuals to serve on a guideline development panel were finalized.

Manual of Procedures

The committee eventually will create a Manual of Procedures outlining all aspects of APA’s guideline development process. Documents drafted to date will likely be incorporated into such a Manual.

Future Meetings and Conference calls:

Tentatively scheduled.