

**American Psychological Association (APA)**  
**Advisory Steering Committee for Development of Treatment Guidelines (ASC)**

Oct. 26-27, 2012

Washington, D.C.

**APPROVED MEETING MINUTES**

**Attending:**

ASC members: Steve Hollon, PhD, Pat Arean, PhD (by phone), Michelle Craske, PhD, Bonnie Spring, PhD, Dan Kivlahan, PhD, Jeffrey Magnavita, PhD, Tom Ollendick, PhD, Kermit Crawford, PhD, Tom Sexton, PhD, ABPP

Staff: Lynn Bufka, PhD, Howard Kurtzman, PhD, Dan Galper, PhD, Steve Breckler, PhD, Elizabeth Winkelman, JD, PhD, Raquel Halfond, PhD, Shannon Beattie

Guests: Meera Viswanathan, PhD, and Gerald Gartlehner, MD, MPH from RTI International; Anita Sostek from Autism Speaks

**Opening**

The meeting began with a brief welcome and review of Conflicts of Interest policy and disclosures. No new conflicts were reported.

**Obesity and PTSD Guideline Development Panel (GDP) candidates**

While the ASC had selected candidates for the obesity and PTSD panels prior to the meeting, the ASC reviewed the panels for balance, diversity and other factors. The review resulted in a lengthy discussion about the selection process. The ASC discussed possible strategies, such as an advisory board, for a formal process for additional communication with a diverse group of stakeholders and experts.

After careful consideration, the ASC came to a consensus regarding their first choice for chair for each panel, along with an alternate, in the event that the first choice declined to accept the chair position. Staff will confirm that recommended individuals are willing to serve as chair and will then prepare a memo for the board of directors for approval of the composition of both panels.

**APA Communities**

Raquel Halfond led a demonstration on how to register and use APA Communities, a closed social network that will take the place of the formerly used APA Team Site.

### **Specific and non-specific factors**

The ASC has had an ongoing discussion about the definition of these terms and their role in treatment and in guidelines. Tom Sexton and Jeffrey Magnavita gave a presentation on specific and non-specific factors. Several components were described. The first was common and relational factors that are inherent in any treatment approach. Second, specific factors were discussed. Third, client factors, such as a patient's particular disorder, personality, and other characteristics, and their role in evaluating and choosing appropriate treatment methods were explained.

### **RTI International presentation and discussion**

Meera Viswanathan and Gerald Gartlehner introduced the work of RTI and outlined the type of work they do, the structure of their organization, and how they conduct systematic reviews and meta-analyses.

Dr. Viswanathan described how RTI refines a proposed guideline topic and then develops the analytic framework and PICOT questions. RTI devotes a substantial amount of time to this part of the process.

Dr. Gartlehner described the process by which evidence is translated into guidelines and Dr. Viswanathan discussed how RTI identifies and manages financial and nonfinancial conflicts of interest (COI), using the AHRQ survey as an example. Protocol development for the Depression Guideline Development Panel, including scope of the review was examined.

They then talked about what evidence will be examined and how effectiveness and efficacy studies play a role in the process. How reviewers analyze studies for potential bias and determine whether to include or exclude in a review was described. In addition, whether and how to use existing systematic reviews was briefly discussed. Finally, they touched upon how guidelines are developed from a systematic review.

The ASC then had the opportunity to present important issues of concern to RTI, including the role of common and specific factors, comorbidity, and different therapeutic orientations.

### **ASC executive session**

Before ending the first day of the meeting a brief executive session was held to discuss the RTI presentation and raise any questions or concerns.

### **Continuation of RTI International presentation and discussion**

The second day of the meeting began with continued presentation from RTI staff on the key topics of involvement of stakeholders, strength of evidence and clarification of how PICOTs

guide the systematic review. Other topics discussed were prioritizing outcomes and roles of key informants and outside reviewers. Strategies for incorporating patient and consumer perspectives, handling public comment, appropriateness to the topic at hand and relevant populations or subgroups were presented.

### **Education plan for Guideline Development Panels**

A list of topics in the first two modules has been sent out to the ASC members, who are requested to provide their feedback as the education plan is developed further. The guideline panel members need to become familiar with the Institute of Medicine (IOM) documents.

### **Community feedback**

Very little email feedback has been received since the previous meeting, most likely due to the fact that newsletter articles had not recently been sent out to APA members. However, some APA groups and committees have conveyed their uneasiness over the treatment guideline process. Staff will send a memo to governance committees and their liaisons to clarify how the treatment guideline process works and how the process is different from other APA processes.

### **February 2013 Council of Representatives presentation**

Steve Hollon will provide an information update at the February 2013 Council of Representatives meeting.

### **APA 2013 Convention in Hawai'i**

Staff is trying to obtain an hour on the convention program for the treatment guideline project.

### **Annual review**

The manuscript for the Annual Review will be delayed one year to resolve differences regarding specific and non-specific factors. Up-to-date drafts will be circulated at the beginning of 2013, and at that point, areas of concern will be readdressed.

### **Manual of Procedures update**

Dan Galper has been putting together the manual of procedures. Methods have been compiled as the ASC adopts particular strategies although the MOP will be open for refinement as strategies are applied and modified.

The next meeting of the ASC will likely be scheduled for late spring 2013.