

Children's Oncology Group Supportive Care Guidelines Committee

Endorsement Policy

The Children's Oncology Group (COG) Supportive Care Guidelines Committee will consider guidelines for COG endorsement that address topics that are relevant to the mission of COG.

The Committee will prioritize potential guideline topics and will systematically search for guidelines relevant to these topics. Guidelines may also be forwarded to the COG Supportive Care Guidelines Committee for consideration for COG endorsement by any interested party.

Members of the COG Supportive Care Guidelines Committee will complete conflict of interest statements with respect to each guideline undergoing the endorsement evaluation process. Members with a conflict will not be involved in the endorsement decision.

CRITERIA FOR COG ENDORSEMENT

1. Guidelines considered for endorsement must address topics that are consistent with the mandate of COG and be based on a systematic review of the literature as defined by the National Guideline Clearinghouse (see: <http://www.guideline.gov/about/inclusion-criteria.aspx>).
2. Each guideline under consideration for COG endorsement will:
 - a. undergo assessment by the COG Supportive Care Guidelines Committee members using the AGREE-II tool;
 - b. proceed to external review after unanimous agreement of the COG Supportive Care Guidelines Committee voting members; and
 - c. undergo external review by 5 to 8 COG members external to the committee who have relevant expertise and who, where pertinent to the guideline topic, represent the geographical breadth of the COG membership. Reviewers will be selected at the discretion of the COG Supportive Care Guidelines Committee. All reviewers will complete a conflict of interest statement.
 - d. be reviewed by the COG Supportive Care Guidelines Committee in light of the external reviewers' comments. A response to each comment received will be formulated. Major concerns regarding the integrity of the guideline content or major barriers in uptake/implementation by the COG membership voiced by the external reviewers may preclude COG endorsement.

DOCUMENTATION AND COMMUNICATION OF COG ENDORSED GUIDELINES

Guidelines that meet the criteria for COG endorsement will be modified to include terminology relevant to the COG membership with permission of the source guideline authors (if relevant) and be summarized in a brief document using COG-specific terminology. The COG-specific guideline summary will be created by a COG Supportive Care Guideline Committee member and cross-checked against the source guideline by a second Committee member. Both these documents will be posted on a COG web page that is accessible to members and non-members alike. A link to the source guideline whenever feasible will also be posted on the COG supportive care guideline web page.

All COG Committee chairs, lead CRAs, site PI's and protocol coordinators will be informed of the availability of the endorsed guideline in the weekly e-mail from the SDO. A notice of the

guideline endorsement will also be sent to members of the Cancer Control Committee listserv and site Cancer Control Responsible Individuals.

IMPLEMENTATION OF COG ENDORSED GUIDELINES

The Committee will coordinate the development of tools to facilitate implementation of COG endorsed guidelines by the COG community.

PERIODIC REVIEW OF COG ENDORSED GUIDELINES

All endorsed guidelines will be reviewed by members of the COG Supportive Care Guidelines Committee annually for updates to the source guideline and will be externally reviewed every 3 years.

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