

New Guideline Topics or Updates

- 1 a) **Criteria used to set priorities for the development of a new guideline include:** burden of disease, emergence of new care options, unwanted variation in clinical practice, opportunity to improve quality of care, new evidence, etc.
- b) **Criteria used to determine whether an update of an existing CTS guideline is required include:**
- For each PICO question:
- Change in **evidence re. existing benefits/harms of intervention**
 - Change in **outcomes** considered important
 - Change in available **interventions**
 - Change in healthcare **resources**
- General:
- Change in **evidence pertaining to current practice**
 - **New information** that may or may not merit change in practice, but about which stakeholder groups clearly require guidance
- 2) **Complete and submit a topic suggestion form** to the CRGC for review

Panel Composition

- **Establish a guideline panel** - Membership in the CTS is mandatory except for official reps from target-end users, including other societies and patients/public
- **Patient/Public Involvement (PPI)** – apply the CTS PPI process
- **Conflict of Interest** – panel members submit a conflict of interest form, the CRGC finalizes panel composition in accordance with the [CTS Policy on the Management of Conflict of Interest on Guideline Panels](#)

Development Phase

- Step 1** Review the AGREE II tool and **formulate key clinical questions** using the PICO method – **PICO worksheet**
- Step 2** Develop inclusion/exclusion criteria for studies
- Step 2** Determine if **existing guidelines** address any of the clinical questions; if so, consider an adaptation framework
- Step 3** **Conduct literature search** – submit a search strategy to McMaster University
- Step 4** **Screen abstracts** (blinded process) for inclusion or exclusion (with reasons). Resolve conflicts and retrieve articles. **Screen full text articles** (blinded process) for inclusion or exclusion (with reasons).
- Step 5** **Critical Appraisal, evidence review and data extraction (Distiller SR platform)**
- Review of [guidelines](#) – [AGREE II tool](#)
 - Review of [systematic reviews](#) – [Amstar-2 tool](#)
 - Review of case-control and cohort studies – [Newcastle-Ottawa Scale](#) (or Quadas-II for diagnostic tests)
 - Review of [randomized controlled trials](#) – [Cochrane Risk of Bias tool](#)
- Step 6** **Evaluating the evidence, developing and grading recommendations**
Using the GRADE Workbook or GRADEpro.org
- Create GRADE evidence profiles to assess and provide a detailed judgment about the quality of evidence for each outcome being considered
 - Make a recommendation and map the strength based on the analysis of the evidence, the benefits and downsides, values and preferences, and costs
- Step 7** **Optimize language of recommendations** using the **language and format tool**
To ensure simple, clear and persuasive recommendations and guideline format for implementability
- Step 8** **Reach consensus on recommendations** by electronic survey using a six-point voting scale (80% majority required)
- Step 9** Select recommendations to be featured in a **dedicated guideline KT section**
Framework to support KT development and evaluation
- Step 10** **Write guideline sections** surrounding each recommendation, with critical review by panel members.
Development of a final draft document by panel Chair.

Review and Approval Phase

- External and internal review process **CTS Publications Approval Process Policy**
- CRGC review and CTS Executive approval

Dissemination & Implementation Phase

- Publish source documents in the CTS Journal and upload published guideline with COIs, evidence tables, and responses to reviewers' comments on CTS website (Guideline Library)
- Prepare educational materials (i.e. slide decks) and KT tools with stakeholders, where applicable
- Design implementation strategies

Evaluation Phase

- Concurrent research to measure effectiveness of KT tools and guideline implementation strategies

Guideline Surveillance Phase

- Upload PICO questions & search terms into CTS/McMaster PLUS Database for ongoing monitoring of new articles published in top journals