



Clinical Care and Resources Subcommittee

Guidelines for submission of documents for endorsement.

The CCRS is often asked to endorse documents generated by the TSANZ or by third parties. The aim of the CCRS is to provide resources for TSANZ members, other health care workers and patients. The approved documents will appear on the TSANZ website as “best practice”, and may be published with the TSANZ logo indicating such endorsement.

Our guiding principle is that we will reserve TSANZ endorsement only for those documents of the highest standard, that clearly address a need and that, in most instances, address issues relevant to all Australian states and New Zealand.

The CCRS should be involved at an early stage in the process of the development of any document that the authors may later wish to have endorsed. This serves to ensure that the document is appropriate for the needs of TSANZ, prevents duplication of processes, and makes the final approval process easier and quicker. Drafts may be submitted for comment at any stage to permit feedback from the subcommittee.

In general, there are three pathways for items to be considered for approval by the CCRS.

A. Resources generated by TSANZ

1. Documents may be generated or commissioned by TSANZ to meet a recognised need. This will usually be directed by the Executive, CCRS or Chair of a SIG. This does not include documents produced by people who happen to be TSANZ members.
2. In general, TSANZ documents should address issues applicable to all Australian states and New Zealand, unless there are important specific reasons to restrict them to certain states or countries.
3. The selection of authors should be widely discussed and transparent. Ideally all interest groups should be represented and the aim should be to achieve a balance.
4. All authors must declare any potential conflicts of interest in writing at an early stage of the process, and these should be recorded in the initial notification to the CCRS, as well as in the final document.
5. If suitable resources are already available elsewhere (e.g. guidelines used in other countries), it may be more appropriate to adopt or modify these instead of generating new ones.
6. The final documents must be approved by the CCRS, who will forward them to the Executive for endorsement. The submission of documents to the CCRS is more than a rubber-stamping exercise, and may involve editorial suggestions, and the document may require revision before it is finally accepted.

B. Assessment of third-party resources.

1. Third party organisations or individuals who wish to seek TSANZ endorsement or offer resources to the TSANZ should do so via the CCRS. In the application for endorsement, the following must be clearly stated:
 - a. The background to the document:

- i. Who commissioned it?
 - ii. Why is it needed?
 - iii. How will it be used and in what circumstances?
- b. Any potential conflicts of interest of the authors or supporting organisation (e.g. pharmaceutical involvement in generation of the document or sponsorship of the authors' other work).
2. Documents should normally be expected to be relevant to all of Australia and New Zealand (unless there are specific reasons to restrict their applicability).
 3. The CCRS will normally only endorse one resource for each circumstance (e.g. one treatment guideline). If the new resource is clearly superior to the previous one, the endorsement should be "moved" and this should be made clear on the TSANZ website (similar to updated versions replacing earlier ones).
 4. The Society may be approached by (or approach) other groups to endorse or produce a joint guideline. In such circumstances the TSANZ would expect to nominate at least one representative to be a member of the working group. Any such members must be decided upon in a transparent process, and be nominated by the Executive. The draft documents produced must be submitted to the CCRS for comment and consideration prior to approval/endorsement being applied. Sufficient time must be allowed for this process when considering the release and publication of the document.
 5. The CCRS will not approve documents unless it is convinced that there is a need, and that this has been appropriately addressed.
 6. Requests for TSANZ (CCRS) approval should normally be regarded as a request to comment on and improve the document. Requests should therefore allow sufficient time for the subcommittee to do this. Requests not submitted with sufficient time to permit full evaluation, will usually not be considered.
 7. TSANZ members who are involved in writing guidelines do not represent the society unless specifically endorsed by the Executive, CCRS or other appropriate TSANZ authority.

C. Other requests.

1. The CCRS is often asked to comment on and/or approve other processes that may involve the membership. These include surveys, responses to government/non-governmental organisations requests, submissions to government etc.
2. The CCRS needs to be satisfied that the issue is an appropriate one for the committee to comment on.
3. Answers to the "Who? Why? and How?" questions (see B above) should be made clear, and again any potential conflicts of interest must be declared.
4. Approval of a process (e.g. preparing a response to government) does not automatically mean that the outcome will be endorsed – this will be considered on its merits.

If there are any doubts or concerns about the process of obtaining endorsement, or if there are time constraints, the Chair of the CCRS should be approached as soon as possible.