

## ACR New Guidelines Development – Proposal Form

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### INSTRUCTIONS

In an effort to streamline and to avoid overlapping and redundancy in the practice guidelines and technical standards process, the Quality and Safety Commission has adopted a procedure for submitting topics for practice guidelines and technical standards development.

In general, the proposed guideline or standard should represent an imaging modality, therapy, or intervention that addresses disorders or conditions resulting from the most frequently occurring illnesses and/or those with the highest morbidity and mortality. It is also important that the College develop guidelines or standards relating to recommendations in the ACR Appropriateness Criteria<sup>®</sup>, particularly giving attention to those procedures receiving a rating of six or higher on the Appropriateness Criteria Scale.

To achieve these goals, the Commission has developed a review process for proposed Practice Guidelines and Technical Standards. Each specialty Practice Guidelines and Technical Standards Committee will submit its choices for guideline or standard development on the form on the next page. Submission of the form allows the committee members as well as the Commission to bring into focus the rationale for each new guideline or standard.

The chair and vice-chair of the Commission will review the proposals and return them to the committee with the recommendations for incorporation into an existing guideline or standard, or for development of a unique guideline or standard.

To complete the form:

1. Enter the title of the proposed guideline. ACR staff will ensure it meets guidelines naming conventions.
2. If an external organization is proposing to develop a collaborative guideline, enter the society's name. If additional societies are collaborating, please enter the information in #5. Justification.
3. The name of the principle drafter of the guideline. If not a doctor, right click to select Mr. / Ms. Be sure to include an email address.
4. Indicate if this will be a Practice Guideline or Technical Standard. If collaborative, please check the box. If more than one society is collaborating, indicate the LEAD society in the box and the other societies in #5. Justification. Please spell out the name of the society to avoid confusion.
5. Please provide a brief justification for the need to develop a new document.
6. Please provide the name of any related guidelines that may contain similar information as in guideline to be developed. We need to ensure guidelines do not overlap or contradict established guidelines.
7. If information could be added to existing document, it reduces the number of documents and makes it easier for users. Please consider expanding an existing guideline when appropriate.
8. Please complete the anticipated date when the initial draft document can be completed. To allow sufficient time for all reviews to be completed, Drafts of new or collaborative Practice Guidelines and Technical Standards **MUST BE FINALIZED** by July of the year prior to the Spring ACR Annual Meeting and Council Leadership Conference when it will be considered for adoption.

# ACR Proposal Form for New Guideline Development



1. Proposed **Title**: Please Enter The Title Here
2. Name of the **Organization** submitting proposal: **Organization Name If Applicable**
3. Name of **Contact Person** OR if an Individual or Individuals are proposing, the Name of the Lead Person:

Dr.	First Name	Last Name
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Please enter email address

4. **Proposal for** (Please see reverse side for definitions of Practice Guidelines and Technical Standards):

Practice Guideline       Collaborating with another Society or Organization  
 Technical Standard      Name of Collaborating Society \_\_\_\_\_

5. **Justification** for proposed new/early revision of practice guideline or technical standard:

Justification for proposed document

6. Potential for **overlap** or **conflict** with existing document(s)

Overlap/Conflict with Existing Documents

7. Could the proposed document be **combined** with an existing practice guideline or technical standard during review process?

No  
 Yes    If YES, Please write the title of the existing practice guideline or technical standard.

Title of Existing Guideline / Standard to be Combined

8. If approved, anticipated date of submission of the completed draft to the Commission – **DATE: July 1, 2011.**  
*[N.B.: To allow sufficient time for all reviews to be completed, Drafts or Revisions of new, revised or collaborative Practice Guidelines and Technical Standards should be FINALIZED by July of the year before being submitted at the Spring ACR Annual Meeting and Council Leadership Conference.]*

## DO NOT COMPLETE ANYTHING BELOW THIS LINE

### Evaluation by the Commission on Quality and Safety

- Recommend incorporating into an existing Practice Guideline or Technical Standard

To be reviewed by:

[SELECT REVIEWER]

[SELECT REVIEWER]

- Approved for development as a  new standard  early revision of an existing standard

Sponsoring Committee responsible for developing draft:

[SELECT SPONSORING COMMISSION]

CLICK here to enter Comments

Vice Chair, Guidelines & Standards \_\_\_\_\_ initial      Chair, Quality & Safety Commission \_\_\_\_\_ initial

Date: \_\_\_\_\_  
mm-dd-yyy