Writing Committee Formation

- ACR PP/TS Committee identifies document, lead author and collaborating societies (October)
- Additional ACR members identified (December)
- Collaborative Society invitations (January)
- Writing Committee finalized (January)
Draft Document

• Creation of Draft Template and committee formation (October – December)

• Document Assessment (January - February)
  • Determine which sections and references need updates

• Literature Search (January)
  • update references

• Revisions (March – July)
  • Iterative updating of the document by the writing committee
Review
Field Review

• Open comment* period for ACR membership and collaborative societies through their staff contact

• Documents posted on ACR website (*login required*)

• All documents available for six weeks (starting in August)

*Commenters should provide suggested language for changes to be incorporated into a document.
Review
Reconciliation

• Field review comments are collated by staff at the conclusion of the field review cycle

• Comment reconciliation is facilitated by an ACR Council Steering Committee (CSC) member

• Substantive comments resolved by conference call with the writing committee
Review
Professional Editing

• Documents are proofed and sent to professional editing (November – January)

• Documents adhere to JACR publication format, stylistic changes may not be incorporated

• All changes are retained in the version to be presented at the annual meeting

A clean version of the document is not available until after the vote at the Annual Meeting
Review Notifications

• ACR Board of Chancellors notification (January)

• Documents to be presented at the ACR Annual Meeting

• Collaborative Society notification (February)

  • Draft for approval circulated to collaborative societies for review

  • Formal Acknowledgement form required from Collaborative Society

• Annual Meeting Draft* posted to ACR website under meeting materials (March)

  • *Documents that follow the non-Council process do not get posted with Annual Meeting Materials
Approval
ACR Council Process

Documents that are presented to Council

- Electronic Amendments
  - When substantive, comments may be submitted by ACR members or society representatives attending the annual meeting
- All comments must be written and voiced publically during Council open session
- Editorial comments should not be presented at Council and can be made by contacting ACR staff
- Formal vote by the ACR Council
  - Adopt, Adopt as amended, Not adopt, Refer to BOC
Approval

Collaborative Society Process

• After ACR Council approval (April/May)

• Collaborative society receives final copy of document and detailed list of amendments from Annual Meeting (June)
  • Document of changes from acknowledgement draft to final draft

• Signed approval form from Societies are due to ACR (July)
  • Approval form required for society to be listed on final document
Approval
Non-Council Approval Process

ACR PP/TS Documents that follow one of two expedited processes:

1. Collaborative with RO societies only (Adopted 2010 Resolution 8)

   OR

2. Collaborative with AAPM only (Adopted 2015 Resolution 54)

Formal vote by Leadership

- Collaborative society/societies approval
- Sponsoring commission approval (RO and/or Medical Physics)
- Council Steering Committee
- BOC
Finalization
Dissemination

• Final documents posted to ACR website
  • Documents are posted after all society approvals are received

• Council Process documents
  • Effective October 1\textsuperscript{st} of annual meeting year

• Non-Council Process
  • Effective 60 calendar days after first of the month following approval
## Timeline - 24 Month Process

<table>
<thead>
<tr>
<th>ACR Meeting Approval YEAR</th>
<th>Start YEAR</th>
<th>Start MONTH</th>
<th>Number of Months to Complete</th>
<th>PERIOD</th>
<th>PERIOD CATEGORY</th>
<th>PHASE</th>
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<td>2022</td>
<td>October</td>
<td>2</td>
<td>OCT – DEC</td>
<td>Admin</td>
<td>Phase 0: Form Collaborative Committees (Ad hoc); Staff prepare Drafts</td>
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<td>2023</td>
<td>January</td>
<td>6</td>
<td>JAN – JUL</td>
<td>Draft/Revise</td>
<td>Phase 1: Draft and Revise Documents Writing Committee</td>
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<td>August</td>
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<td>AUG – SEPT</td>
<td>Review</td>
<td>Phase 2: Field Review (All ACR members/ Collaborative Society review)</td>
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<td>3</td>
<td>OCT – JAN</td>
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<td>Phase 3: Comment Reconciliation (CSC-led reconciliation process)</td>
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<td>Phase 4: Informing the Leadership (document editing)</td>
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<td>FEB</td>
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<td>Phase 5: Finalizing Parameters/Standards, Staff prepare Resolutions</td>
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<td>MAR – APR</td>
<td>Approval</td>
<td>Phase 6: Approving Parameters/Standards at ACR Annual Meeting</td>
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<td>May</td>
<td>5-6</td>
<td>MAY/JUN – OCT</td>
<td>Finalize</td>
<td>Phase 7: Disseminating Parameters/Standards</td>
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</tbody>
</table>
Thank you!

- **Practice Parameters Contacts**
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  - Drew Caplin, MD, FACR – PP/TS Vice Chair
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    - Practice Parameters and Technical Standards