

ACR Practice Parameters and Technical Standards

Document Development Timeline

Process

Draft

[Committee Formation](#)

[Document Revision](#)



Review

[Field Review](#)

[Reconciliation](#)

[Editing](#)

[Notifications](#)



Approval

[ACR](#)

[Collaborative Society](#)

[Alternate Process](#)



Finalization

[Dissemination](#)

Click



to return to this slide

Draft

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 (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*)
- Four cycles – three weeks each (starting in August)
- Approximately 10 documents per cycle

*Commenters should provide suggested language in order 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 Councilor
- 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 (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 1st of annual meeting year
- Non-Council Process
 - Effective 60 calendar days after first of the month following approval



Timeline – 24 Month Process

| Year of Approval at ACR Meeting | Start YEAR | Start MONTH | Number of Months to Complete | PERIOD | PERIOD CATEGORY | PHASE |
|---------------------------------|------------|-------------|------------------------------|---------------|-----------------|--|
| 2021 | 2019 | October | 3 | OCT – DEC | Admin | Phase 0: Form Collaborative Committees (Ad hoc); Staff prepare Drafts |
| | 2020 | January | 7 | JAN – JUL | Draft/Revise | Phase 1: Draft and Revise Documents in Committee |
| | 2020 | August | 3 | AUG – OCT | Review | Phase 2: Field Review Cycles (all ACR member/Societies review) |
| | 2020 | September | 4 | SEP – DEC | Review | Phase 3: Reconciling draft documents (CSC-led comments reconciliation) |
| | 2021 | January | 2 | JAN – FEB | Review | Phase 4: Informing the Leadership (document editing) |
| | 2021 | February | 1 | FEB | Admin | Phase 5: Finalizing Parameters/Standards, Staff prepare Resolutions |
| | 2021 | April | 2 | APR / MAY | Approval | Phase 6: Approving Parameters/Standards at ACR Annual Meeting |
| | 2021 | May | 5-6 | MAY/JUN – OCT | Finalize | Phase 7: Disseminating Parameters/Standards |



Thank you!

- Practice Parameters Contacts
 - Mimi Newell, MD
 - PP/TS Chair
 - Lauren Attridge – Lattridge@acr.org
 - Program Manager
 - Joyce Kidwell – Jkidwell@acr.org
 - Breast, Neuroimaging, Interventional, Nuclear Medicine, Medical Physics, Pediatrics
 - Troy Williams – Twilliams@acr.org
 - Body Imaging (MSK/Thoracic/Abdominal/Cardiovascular), GSER, Ultrasound, Pediatrics, Drugs and Contrast
 - Shannon Rexrode – Srexrode@acr.org
 - Radiation Oncology

