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
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

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