

ACR Appropriateness Criteria® Organization and Composition of Expert Panels

I. Committee/Expert Panels Structure

A. Committee on Diagnostic Imaging/Interventional Radiology (DI/IR) Appropriateness Criteria

1. Includes the specialty chairs from each of the DI and IR expert panels, chair of the Subcommittee on Radiation Exposure, chair of the Methodology Subcommittee, and a primary care physician representative.
2. May include members with expertise in other specialized areas as deemed necessary by the chair.
3. Provides direction for all DI and IR panels including the overall criteria development process.
 - a) Diagnostic Imaging Expert Panels
 - (1) Breast Imaging
 - (2) Cardiac Imaging 1 and 2
 - (3) Gastrointestinal Imaging 1 and 2
 - (4) Musculoskeletal Imaging 1 and 2
 - (5) Neurologic Imaging 1 and 2
 - (6) Pediatric Imaging 1 and 2
 - (7) Thoracic Imaging 1 and 2
 - (8) Urologic Imaging 1 and 2
 - (9) Vascular Imaging 1 and 2
 - (10) Women's Imaging 1 and 2
 - b) Interventional Radiology Expert Panels 1 and 2

B. Committee on Radiation Oncology (RO) Appropriateness Criteria

1. Includes the chairs from each of the RO expert panels.
2. May include members with expertise in other specialized areas deemed necessary by the chair.
3. Provides direction for all RO panels
 - a) Radiation Oncology Expert Panels
 - (1) Bone Metastases
 - (2) Brain Metastases
 - (3) Breast
 - (4) Gastrointestinal
 - (5) Gynecology
 - (6) Head & Neck
 - (7) Lung
 - (8) Lymphoma
 - (9) Prostate

C. Subcommittee on Radiation Exposure

1. Assigns and regularly reviews the Relative Radiation Level assignments for the imaging procedures in the Appropriateness Criteria documents.
2. Updates the "Radiation Dose Assessment Introduction" document as needed.

D. Subcommittee on Appropriateness Criteria Methodology

1. Assesses and guides the improvement of the Appropriateness Criteria methodology.
2. Develops content, training materials and processes to educate panel members to uniformly implement Appropriateness Criteria methodology.
3. Includes members from various Appropriateness Criteria expert panels and individuals with methodological and research experience.

II. Expert Panel Composition

- A. Panels should have between 10-16 members.
- B. All panels have a panel chair responsible for oversight of the panel. A specialty chair oversees the activities of two or more panels.
- C. At least 60% of the panelists should be radiologists. These panelists must be ACR members.
- D. Representation should be balanced to the extent possible:
 1. All panel members should be considered expert in their area of radiology.
 2. There should be broad geographic and appropriate gender representation.
 3. There should be representation from academic and community practices.
 4. There should be representation from all imaging modalities.
- E. All panels will have at least one non-radiologist representative from a medical specialty organization. Up to 40% of the panel's total members may be representatives from non-radiology societies.
- F. Appointment terms are for one year, renewable up to three consecutive terms for a total period of 4 years. The Chairman of the Board of Chancellors can authorize extensions (Terms for specialty and panel chairs may be shorter as defined below).

III. Expert Panel Roles and Responsibilities

A. Specialty Chair

1. Overall chair of two or more panels.
2. Works with panel chairs on recruiting, identification of new topics, identification of medical specialty societies that should be represented on the panel and oversight of all panel activities.
3. Will have flexibility to participate in all topic reviews and rating rounds or opt out if they choose. Should participate in as many panel conference calls as possible.
4. Participates on the Committee on DI/IR Appropriateness Criteria.
 - a) Attends annual meeting in Chicago.
 - b) Reviews topics from the DI/IR panels before they are finalized.
5. Attends other meetings, if held (e.g., RSNA, subspecialty society meetings).
6. Must complete a Conflict of Interest and Expertise Survey annually, disclosing any actual or potential conflicts related to his/her duties and responsibilities on the panel.
7. Must complete an Assignment of Copyright form assigning all rights, title, and interest in the ACR Appropriateness Criteria materials to the ACR.
8. Must be a former panel chair or vice chair.
9. Must be approved by the AC DI/IR Committee chair.
10. Term: 3 years.

B. Panel Chair

1. Responsible for recruitment and selection of panel members.
2. Identifies non radiology societies that should be represented on the panel.
3. Assists ACR staff with "problem" panel member issues (e.g., lack of participation in panel activities, not meeting deadlines).
4. Makes topic author assignments (i.e., assigns principal authors for all topics).

- a) The panel chair may be the lead author for one or more topics, but this is discouraged given all the other responsibilities of the chair.
5. Participates in the development and review process for all of their panel's topics. This includes reviewing, commenting, and participating in rating rounds to assign appropriateness ratings.
6. Leads the conference calls to finalize topics.
7. Reviews all panel topics to ensure consistency across topics.
8. Works with panel to determine if new topics should be added and/or if existing topics can be combined or retired.
9. Attends annual Committee on DI/IR Appropriateness Criteria meeting in Chicago.
10. Attends other meetings, if held (e.g., RSNA, subspecialty society meetings).
11. Must complete a Conflict of Interest and Expertise Survey annually, disclosing any actual or potential conflicts related to his/her duties and responsibilities on the panel.
12. Must complete an Assignment of Copyright form assigning all rights, title, and interest in the ACR Appropriateness Criteria[®] materials to the ACR.
13. Must be a panel vice chair or panel member before being appointed panel chair.
14. Succession to the specialty chair position is not guaranteed, but is the desired outcome.
15. Term: 3 years. May be shorter if appointed to specialty chair position before term is over.

C. Panel Vice Chair

1. Assists with the recruitment of new panel members.
2. Assumes the chair's duties when he/she is not available to lead conference calls or conduct other panel activities.
3. Participates in the development and review process for all of their panel's topics. This includes reviewing, commenting, and participating in rating rounds to assign appropriateness ratings.
4. Attends annual Committee on DI/IR Appropriateness Criteria meeting in Chicago if panel chair unable to attend.
5. Attends other meetings, if held (e.g., RSNA, subspecialty society meetings).
6. Must complete a Conflict of Interest and Expertise Survey annually, disclosing any actual or potential conflicts related to his/her duties and responsibilities on the panel.
7. Must complete an Assignment of Copyright form assigning all rights, title, and interest in the ACR Appropriateness Criteria[®] materials to the ACR.
8. Succession to the panel chair position is not guaranteed, but is the desired outcome.

D. Panel Member

1. Assigned as a principal author by the panel chair for the development of a new topic and/or review of an existing topic(s) (NOTE: Non-radiologist panel members are generally not assigned to be principal authors).
 - a) Topic assignments will reflect panel member's area of expertise, interest, and availability.
 - b) The principal author may assign some of the research and writing responsibilities to a "Research Author".
2. Participates in the development and review process for all of their panel's topics. This includes reviewing, commenting, and participating in rating rounds to assign appropriateness ratings.
3. Participates in panel conference calls.
4. Attends panel meetings, if held (e.g., RSNA, subspecialty society meetings).
5. Must complete a Conflict of Interest and Expertise Survey annually, disclosing any actual or potential conflicts related to his/her duties and responsibilities on the panel.
6. Must complete an Assignment of Copyright form assigning all rights, title, and interest in the ACR Appropriateness Criteria[®] materials to the ACR.

E. Research Author

1. A resident, fellow, or other physician selected by a panel member to assist with topic development and/or review.
2. Must have a mentoring or working relationship with the principal author and expertise in the field of radiology for the panel with which he/she will be participating.
3. Participates in the development and review process including rating rounds to assign appropriateness ratings for the topic they have written. The Research Author does not participate in the review process of other panel topics.
4. Works under the guidance and mentorship of the panel member.
5. The panel member mentoring the research author will ordinarily be listed as the principal author of the topic. The research author may be listed as the principal author at the discretion of the panel chair and panel member, depending on the research author's intellectual contribution to the topic.
6. Must complete a Conflict of Interest and Expertise Survey annually, disclosing any actual or potential conflicts related to his/her duties and responsibilities on the panel.
7. Must complete an Assignment of Copyright form assigning all rights, title, and interest in the ACR Appropriateness Criteria[®] materials to the ACR.