



Policy on endorsement of externally developed guidelines

1. Introduction

- 1.1 The Australian and New Zealand College of Anaesthetists (ANZCA), which includes the Faculty of Pain Medicine, strives to serve the community by fostering safety and high quality patient care in anaesthesia, perioperative medicine and pain medicine. ANZCA Council may endorse externally developed guidelines deemed to contribute to efforts in this regard.
- 1.2 The Faculty of Pain Medicine may also endorse relevant externally developed guidelines according to its own criteria.
- 1.3 A guideline assessment tool (see appendix 1) has been created to articulate ANZCA's approach to endorsing externally developed guidelines and clarify the college's expectations in this regard. The tool also supports standardised decision-making in relation to endorsement of externally developed guidelines. The tool is complemented by explanatory notes in *CP25(G)BP Policy on endorsement of externally developed guidelines Background Paper*.

2. Process of endorsement

- 2.1 A request from within the ANZCA community or an external body will trigger the endorsement process.
- 2.2 The request will be directed to the Safety and Quality team for preliminary consideration and referral to a committee of ANZCA Council, as relevant.
- 2.3 If supportive of the request, the committee will identify an expert to undertake a formal assessment using the guideline assessment tool. The decision to formally assess a guideline for endorsement in no way indicates a commitment from ANZCA to endorsement.
- 2.4 Informed by the formal assessment (that is, the guideline assessment tool completed by the nominated expert), a recommendation (endorsement or otherwise) will be made to ANZCA Council (via the relevant committee, if applicable).
- 2.5 ANZCA Council's decision will be relayed to the Safety and Quality team and the relevant committee support officer.
- 2.6 In liaison with the Safety and Quality team, the committee support officer will advise the requester of the outcome of ANZCA Council's deliberations.
- 2.7 If the externally developed guideline is endorsed by ANZCA, the Safety and Quality team will create a listing within the ANZCA endorsed guidelines webpage. The listing will include the date of the guideline's endorsement.

- 2.8 The Communications Unit may be engaged to assist with communicating the endorsement to ANZCA Fellows, trainees, international medical graduate specialists and the wider community.
- 2.9 Any endorsement granted is limited to the version of the guideline reviewed by ANZCA. Should a revised version be published, the listing referred to in item 2.7 may be removed from the endorsed guidelines webpage at ANZCA's discretion. The revised version will be subject to re-evaluation before endorsement can be considered.
- 2.10 When ANZCA has been requested to endorse a document still in draft form, endorsement will be provisional until the final version is published. The final version will be listed on the ANZCA endorsed guidelines webpage after it has been checked by the Safety and Quality team (or evaluated by relevant expert as necessary) and approved by the Chair of the relevant committee.

3. Revocation of endorsement

- 3.1 The College may revoke endorsement of a guideline at any time.

This document is accompanied by a background paper (CP25(G)BP) which provides more detailed information regarding the rationale and interpretation of the Policy.

Related ANZCA documents

CP24(G) Policy for the development and review of professional documents

Professional documents of the Australian and New Zealand College of Anaesthetists (ANZCA) are intended to apply wherever anaesthesia is administered and perioperative medicine practised within Australia and New Zealand. It is the responsibility of each practitioner to have express regard to the particular circumstances of each case, and the application of these ANZCA documents in each case. It is recognised that there may be exceptional situations (for example, some emergencies) in which the interests of patients override the requirement for compliance with some or all of these ANZCA documents. Each document is prepared in the context of the entire body of the college's professional documents, and should be interpreted in this way.

ANZCA professional documents are reviewed from time to time, and it is the responsibility of each practitioner to ensure that he or she has obtained the current version which is available from the college website (www.anzca.edu.au). The professional documents have been prepared having regard to the information available at the time of their preparation, and practitioners should therefore take into account any information that may have been published or has become available subsequently.

Whilst ANZCA endeavours to ensure that its professional documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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ANZCA website: www.anzca.edu.au

Appendix 1 – Guideline assessment tool

Please contact the ANZCA Safety and Quality team via email (profdocs@anzca.edu.au) for a user-friendly Word version of this tool.

Resource title:

Publisher:

Date of assessment:

Assessor's name:

Assessor's affiliation with ANZCA:

Is this a revised version of a previously endorsed resource?

Has ANZCA endorsed other resources developed by this publisher?

FEATURE	NOTES (optional)	YES	NO
Essential			
Alignment with ANZCA's mission			
Potential benefit to the community			
Contribution to the practice of anaesthesia and pain medicine			
Only proceed if resource satisfies the above three essential criteria.			
Alignment with A01 Policy for the Development and Review of Professional Documents (refer to background paper section 4.1)			
4.1.1 Needs statement			
4.1.1.1	A need and clear purpose for the guideline is established.		
4.1.2 Specific aim			
4.1.2.1	The (clinical) question addressed by the guideline is explicit and clear.		

FEATURE	NOTES (optional)	YES	NO
4.1.3 Scope			
4.1.3.1	The patients or practitioners and other affected individuals (for example, hospitals, staff members of ANZCA) covered by the guideline are described.		
4.1.3.2	Areas where the guideline might not apply are defined.		
4.1.4 Development principles:			
4.1.4.1	Clearly defined outcomes.		
4.1.4.2	Comprehensive and flexible design.		
4.1.4.3	Consideration given to additional resources required (for example, specialised equipment).		
4.1.4.4	Risks and cost implications.		
4.1.5	The language of the documents is consistent, clear and unambiguous.		
4.1.6 Development process:			
4.1.6.1	The individuals contributing to the development of the guideline are described and are appropriate in relation to their expertise and experience.		
4.1.6.2	Systematic methods that were used in the development of the guideline are described.		
4.1.6.3	The criteria for selecting the evidence are described ("evidence" in this context may include appropriate expert opinion, evidence from the		

FEATURE	NOTES (optional)	YES	NO
	literature or accepted best clinical practice).		
4.1.6.4	The methods of formulating recommendations are described. There must be a link between the evidence and the recommendations.		
4.1.6.5	The views of consumers have been sought ("consumers" usually implies patients but in this context may imply anaesthetists).		
4.1.6.6	The guideline has been externally reviewed.		
4.1.6.7	The guideline has been piloted.		
4.1.7 Promulgation			
4.1.7.1	A procedure and timeline for review of the guideline are in place.		
Alignment with existing guidelines			
Alignment with ANZCA's professional documents			
Alignment with other guidelines endorsed by ANZCA			
Disclosure			
Conflicts of interest disclosed			
Financial arrangements disclosed (for example, healthcare industry sponsorship)			
Currency			
Date of publication or last update provided			

FEATURE	NOTES (optional)	YES	NO
Format			
Appealing and user-friendly			
Publisher clearly identified			
Accessibility			
Freely available in the public domain on a website that can be linked to from ANZCA's endorsed guidelines webpage .			

Additional commentary (optional – for example, political considerations, associated risks and benefits):

CONCLUSION:

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