EAST PMG Checklist

1. Decide on Topic. Ask an “informal question.”
2. Create a team. Include content experts and methodology experts (systematic review and GRADE experts).
3. Consider and manage conflicts of interests. Each member completes form. Use standard form found at <http://www.icmje.org> (we will provide)
4. Read Information about GRADE (EAST GRADE paper and 3 GRADE papers from BMJ series- we will provide)
5. Group presentation about GRADE methodology including how it is different than old system. Plan for frequent group communication.
6. Construct PICO questions (use GRADE worksheet). PICO (patients, intervention, comparison, outcomes). Consider all possible outcomes and rate each outcome for relative importance (1-3 less important, 4-6 important but not critical for decision making, 7-9 critical for decision making).
7. Perform systematic review (if not already done). Must use MEDLINE at a minimum. Use librarian and/or systematic review methodology expert to assist with search terms, key words, MESH terms, etc.
8. Perform meta-analysis (if appropriate and not yet done). Will need methodology expert to assist.
9. Use GRADEPro software to create evidence profile. (free download at <http://ims.cochrane.org/revman/gradepro> ) One page per PICO. One line per outcome.
10. Rate quality of evidence for each PICO across all outcomes.
11. Create recommendations. Should be concise and actionable statements. Must not be simply statements of fact.
12. Draft manuscript and submit to EAST PMG Committee
13. Prepare slides and present at EAST Annual Assembly