Eastern Association for the Surgery of Trauma
Advancing Science, Fostering Relationships, and Building Careers

Ideal Timeline for Creating an EAST Practice Management Guideline

Year 1, July – October
☐ EAST Announcement – Call for Guidelines Topics

Year 1, October – November
☐ EAST Guidelines Section and Task Forces to Review Topics
☐ EAST Guidelines Section assigns project Chairs to Selected Topics
☐ Chairs develop “informal question” and core team (Chair, EAST Senior, Guidelines Liaison, & Methods expert)
☐ Call for PMG Volunteers
☐ Some may attend GRADE Workshop (usually October, run via GRADE Working Group)

Year 2, February 1
☐ Create a final team using volunteers from EAST Annual Assembly and online via website
  ☐ Content experts, GRADE methodology expert, Systematic review methodology expert
☐ Read information about Systematic Reviews (http://www.cochrane.org/training/cochrane-handbook)
☐ Read Information about GRADE (EAST GRADE paper in JOT and 3 GRADE papers from BMJ series)
☐ Submit to EAST Guidelines Task Force Leader: Team roster

Year 2, March 1st
☐ Submit to EAST Guidelines Task Force Leader: PICOs (patients, intervention, comparison, outcomes)
☐ Mid March: Receive Feedback from EAST Section and Task Force Leader

Year 2, April 1st
☐ Protocol with data extraction forms using PRISMA guidelines
☐ Begin Literature Search Process with Librarian/Informationist

Year 2, May 15
☐ Submit to EAST Guidelines Task Force Leader: Protocol with data extraction forms
☐ Start Title/Abstract screening (ideally <1200) and Register with Prospero
☐ Advance to Full-text review (ideally <100)

Year 2, July 1
☐ Submit to EAST Guidelines Task Force Leader: Titles selected for data abstraction (ideally <30)
☐ Data-extraction from selected titles

Year 2, August 1
☐ Perform meta-analysis with methodology expert and Bias assessment (i.e. RevMan)
☐ Use free GRADEPro software (http://ims.cochrane.org/revman/gradeapro) to create evidence profile
☐ Rate quality of evidence for each PICO across all outcomes
☐ Some may attend GRADE Workshop (New York Academy of Medicine – www.NYAM.org)

Year 2, September 1st
☐ Submit to EAST Guidelines Task Force Leader: Team recommendations for concise/actionable statements.
☐ Mid May: Receive Feedback from EAST Section and Task Force Lead

Year 2, October 1st – December 1st
☐ MONTHLY Submit to EAST PMG Liaison: Manuscript drafts and EAST Slide drafts
☐ Mid October: Receive Feedback from EAST Section and Task Force Lead

Year 3, Mid-January
☐ Presentation at EAST Annual Assembly
☐ End of January: Receive Feedback from EAST Section and Task Force Lead

Year 3, March 1st
☐ Submit to Journal of Trauma and Acute Care Surgery for publication