



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:** PICO's (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/gradepr>) 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