

# *Veterans Affairs/Department of Defense*

## RESPONSIBILITIES OF THE VA/DoD CLINICAL PRACTICE GUIDELINE CHAMPION & TEAM MEMBERS



U. S. Army Medical Command, Health Policy and Services Directorate,  
Quality Management Division, Evidence-Based Practice Section  
2050 Worth Road, Suite 26, Fort Sam Houston, TX 78234-6026  
[www.QMO.amedd.army.mil](http://www.QMO.amedd.army.mil)

29 December 2004

## **Clinical Practice Guideline (CPG) Champion Responsibilities**

### **Initial VA/DoD Champion Teleconference**

Ensure the appropriate research questions are formulated and distributed for comment and the seed algorithm has been selected.

Assist in the direction of the literature/evidence update.

Recruit the appropriate disciplines to the CPG Working Group.

Appraise the level of evidence and distribute for comment

### **VA/DoD Working Group Adaptation Conference and Development of the Guideline**

Attend one to three Adaptation and Editing Conferences, as guideline complexity requires.

Direct/ coordinate/ integrate assignments and participation.

Participate in the simultaneous online review at

<http://www.onlinecpg.com/review04/> and revision of the most current version of the CPG via scheduled bi-weekly telephone conferences.

Participate in guideline editing.

Participate in metrics selection process.

### **Automation**

Participate with other DoD workgroups to facilitate automation of VA/DoD CPGs.

Ensure that formats are user-friendly for primary health care providers.

Provide appropriate clinical feedback as requested by informatics and clinical business workgroups.

### **Implementation of Guideline**

Assist in planning and participate in satellite broadcast to launch the guideline.

Present the guideline at meetings and conferences.

Answer clinical CPG questions.

### **Updates**

Participate in biannual review and update of the guideline.

### **References**

*VA/DoD Guidelines for Guidelines*, which can be found on the USAMEDCOM web site, <http://www.qmo.amedd.army.mil/pguide.htm>

Harris, R. P., Helfand, M., Woolf, S. H., Lohr, K. N., Mulrow, C. D., Teutsch, S. M., & Atkins, D. (2001). Current Methods of the US Preventive Services Task Force: A Review of the Process. *American Journal of Preventive Medicine*, 20(3 Suppl.), 21-35.

### **Resources Available**

Letter of appointment from U. S. Army Medical Command (USAMEDCOM)

USAMEDCOM Guideline Coordinator support

TDY funds available for all meetings and conferences

VA/DoD contractor support for evidence review, guideline development, and finalization

## **CPG Team Member Responsibilities**

### **VA/DoD Working Group Adaptation Conference and Development of the Guideline**

Attend one to three Adaptation and Editing Conferences, as guideline complexity and Team Member expertise requires.

Complete all writing assignments.

Participate in the simultaneous online review at

<http://www.onlinecpg.com/review04/> and revision of the most current version of the CPG via scheduled bi-weekly telephone conferences.

Participate in guideline editing.

Participate as needed in metrics selection process.

Participate as needed in automation of the guideline.

### **Implementation of Guideline**

Assist as needed in planning and participate in satellite broadcast to launch the guideline.

Present the guideline at meetings and conferences as appropriate to Team Member's expertise.

Answer clinical CPG questions as appropriate to Team Member's expertise.

### **Updates**

Participate in biannual review and update of the guideline.

### **References**

*VA/DoD Guidelines for Guidelines*, which can be found on the USAMEDCOM web site, <http://www.qmo.amedd.army.mil/pguide.htm>

Harris, R. P., Helfand, M., Woolf, S. H., Lohr, K. N., Mulrow, C. D., Teutsch, S. M., & Atkins, D. (2001). Current Methods of the US Preventive Services Task Force: A Review of the Process. *American Journal of Preventive Medicine*, 20(3 Suppl.), 21-35.

### **Resources Available**

USAMEDCOM Guideline Coordinator support

TDY funds available for all meetings and conferences

VA/DoD contractor support for evidence review, guideline development, and finalization