

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,
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Clinical Practice Guideline (CPG) Champion Responsibilities

Initial VA/DoD Champion Teleconference

- Provide best days and times for teleconferences with the guideline facilitator
- 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 and revision of the most current version of the CPG via scheduled 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,
<https://www.qmo.amedd.army.mil/general%20documents/GuidelineForGuidelines.pdf>
- 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

- Provide best days and times for teleconferences with the guideline facilitator
- 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 and revision of the most current version of the CPG via scheduled 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.

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