



GUIDELINES FOR DOCUMENTS SUBMITTED TO THE SCIENTIFIC COMMITTEE SEEKING ENDORSEMENT

1. CLINICAL GUIDELINES AND POLICIES

Clinical guidelines and policies should

- State a clearly defined objective
- Be collaboratively developed by an appropriately representative multidisciplinary group
- Be based on a systematic review of current evidence
 - There should be a clear outline of the methodology used to conduct the systematic review
 - The level and quality of evidence should be graded according to standard criteria
- State individual recommendations for practice followed by graded evidence supporting each recommendation.
- Have a defined process for review and revision of the document

2. SURVEYS AND QUESTIONNAIRES

Surveys and questionnaires for circulation via ACEM should include

- Background- a full review of previous work on the topic, a statement as to why the research needs to be done, and its potential benefits for the specialty of Emergency Medicine
- A clearly stated research question
- Full descriptions of:
 - Methodology
 - Proposed approach to analysis
 - How the investigators will address privacy/confidentiality issues
- Written approval by
 - The Ethics Committee of the institution where the research will be conducted, including a statement as to whether the project has been fully reviewed or not (if full Ethics review has occurred, then the Chair of the ACEM Scientific Committee may approve the project without further review. If Ethics Committee review was waived, the proposal will need to be reviewed in full by the Scientific Committee).
 - The Head of Department, including confirmation that the necessary resources for undertaking the research will be made available to the applicant
- Please Note:
 - There will be a maximum of two mail outs (electronic or hard copy) per study. For example: an initial offer to participate and one reminder.
 - Researchers are not permitted to contact participants about the study directly nor through channels other than via the College.
 - The use of incentives to take part in surveys is not encouraged. If incentives are used the proposed incentives must be fully disclosed as part of the ethics submission.