



PROPOSAL FOR PRACTICE GUIDELINES

INTRODUCTION: Clinical practice guidelines assist healthcare professionals with clinical decision-making to promote consistent, high-quality, evidence-based care. NSGC develops and updates a body of practice guidelines (often referred to as practice recommendations) to address topics that affect the practice of genetic counseling. Topics may address the recommended use of certain genetic information in healthcare (e.g. disease screening, diagnosis, prediction, or treatment) or access and delivery methods for genetic counseling services.

PROPOSAL PROCESS: The NSGC Practice Guidelines Committee will oversee the proposal process for practice guidelines. While ideas for guidelines will typically originate from the NSGC Board of Directors, an NSGC Committee, or an NSGC Special-Interest Group (SIG), NSGC members may also suggest and submit proposals. If an applicant submitter is not a member of the Board, an NSGC Committee, or an SIG, the submitter must identify a sponsor from one of the aforementioned bodies.

The submitter for the proposed practice guideline must complete a Practice Guideline Proposal Form. At least two of the authors listed on the proposal must be NSGC members and authors, as a group, must be affiliated with at least two different institutions. The Board, in consultation with the Practice Guidelines Committee, must approve any author who is not an NSGC member. In consideration for NSGC's undertaking to publish the proposed guideline (i.e. Contribution), authors must agree to sign an Author Agreement Form. This form assigns and transfers to NSGC any and all rights, titles, and interests, including all copyrights in the contribution. Once a proposal is accepted, the Practice Guidelines Committee will provide authors with an Author Agreement Form.

The submitter must complete and submit a Practice Guidelines Proposal Form and each author's CV to NSGC's Executive Office (mgiammarco@nsgc.org). The Executive Office will forward the proposal to the Practice Guidelines Committee Co-Chairs, who will disseminate it to the rest of the Committee for review. The Committee will use the following criteria to evaluate proposals:

- ❖ Timeliness of, and need for, topic
- ❖ Strength of supporting evidence
- ❖ Impact on/Saliency to the genetic counseling profession
- ❖ Clarity of proposal
- ❖ Author group composition and conflict of interest.

The Practice Guidelines Committee has four weeks to review and accept, conditionally accept (with revisions), or reject/defer a submitted proposal. In accordance with its Conflict-of-Interest policy, the Committee will evaluate any potential conflicts of interest

during its review of the proposal, as well as throughout the guideline process. The Committee may request revisions from the submitter prior to issuing its decision. Upon accepting a proposal, the Committee will submit the proposal and its recommendation to the Board for consideration. The Board will render its decision to the Practice Guidelines Committee within four weeks of receiving the proposal.

If approved, authors will have 10 months from the date of Board-approval to complete the guideline. If the authors are unable to meet expected deadlines, the Board may withdraw its approval and/or solicit other authors to complete the document. Once a proposal is approved, the Practice Guidelines Committee will assign a Committee member to serve as a liaison between the guideline's authors, the Committee, and NSGC staff.

NSGC
Practice Guidelines Committee

PRACTICE GUIDELINE PROPOSAL FORM

Date:			
I. Nature of Proposal:			
<input type="checkbox"/> New <i>NSGC</i> practice guideline <input type="checkbox"/> New <i>joint</i> practice guideline <input type="checkbox"/> <i>Complete</i> revision of an existing <i>NSGC</i> practice guideline Title:			
Last publication/revision date:			
<input type="checkbox"/> <i>Partial</i> revision of an existing <i>NSGC</i> practice guideline Title:			
Last publication/revision date:			
II. Submitted By: (check one)			
<input type="checkbox"/> NSGC Board of Directors <input type="checkbox"/> NSGC Committee Committee name:			
<input type="checkbox"/> NSGC Special Interest Group (SIG) SIG name:			
<input type="checkbox"/> Individual NSGC Member Member name:			
Sponsoring entity*: <input type="checkbox"/> Board of Directors <input type="checkbox"/> Committee <input type="checkbox"/> SIG			
Name of sponsoring entity and associated member:			
<input type="checkbox"/> Joint Practice Guidelines Professional organization name:			
* Sponsoring entity must support the topic and review and approve both the proposal and the document before they are submitted to the PGC.			
III. Authors			
(At least two of authors must be full members of the NSGC, and all authors cannot be from a single institution.)			
*Please attach a CV for each author to the proposal form.			
Lead Author(s)			
1)		2)	
Additional Authors			
1)		4)	
2)		5)	
3)		6)	
IV. Title for Proposed Practice Guideline			

V. Users of Proposed Practice Guideline

In addition to genetic counselors, what other groups might use this guideline?

<input type="checkbox"/> Physicians	<input type="checkbox"/> Allied health professionals
<input type="checkbox"/> Laboratory technicians	<input type="checkbox"/> Health insurance providers
<input type="checkbox"/> Public health educators	<input type="checkbox"/> Lay public
<input type="checkbox"/> The media	<input type="checkbox"/> Government/policymakers

VI. Justification for and Importance of Proposed Practice Guideline

In fewer than 400 words, please address the following, if relevant, when describing your proposed practice guideline:

- What makes this topic timely (e.g. advent of new research findings such as relates to testing technologies, scientific or practice discoveries, or new/revised natural history data, or current inappropriate use/care)?
- How is it relevant to genetic/genomic healthcare service delivery?
- How will this topic improve or change genetic/genomic healthcare?
- How, if at all, will this guideline support relevant legislation?
- How, if at all, will this guideline contribute to furthering NSGC’s strategic plan?
- Do significant practice differences exist within this topic? Does your review reflect the variation?

VII. Author Group Selection	
Detail the process used to compile the author group:	
VIII. Key References	
List up to six key references that support the proposed practice guideline:	
1)	
2)	
3)	
4)	
5)	
6)	
IX. Related Guidelines or Statements	
List references for any relevant, existing practice guidelines on this topic. (Note: In some instances, the Practice Guidelines Committee may determine that it is in NSGC’s best interest to endorse an existing practice guideline or to pursue a joint guideline with another professional organization.)	
1)	
2)	
X. Practice Guidelines Approval Process and Timeline	
Month 0	<ul style="list-style-type: none"> The Practice Guidelines Proposal Form is submitted to NSGC’s Executive Office to be disseminated to Practice Guidelines Co-Chairs, and then the Committee for review.
Month 1	<ul style="list-style-type: none"> The Committee reviews to accept, conditionally accept (with revisions), or reject/defer a submitted proposal and submits recommended proposals to the Board within four weeks of receipt.
Month 2	<ul style="list-style-type: none"> The Board reviews the submission and makes a decision regarding approval of the proposal and notifies the Committee of its decision.

<p>Months 3-8</p>	<ul style="list-style-type: none"> • The Practice Guidelines Committee Co-Chairs will communicate the Board’s decision to the submitter. • Once approved, a Practice Guidelines Committee member will act as a liaison between the authors, NSGC staff, and the Committee. • Throughout the guideline’s development process, the liaison will provide any clinical expertise to staff and communicate peer-to-peer with authors. • An NSGC staff member will be the primary contact for authors and work with authors to facilitate the guideline’s development. • The designated NSGC staff member will ensure authors meet all deadlines in a timely fashion and adhere to the recommendations in the <i>Practice Guideline Criteria</i> document. • Authors must submit an updated draft of the guideline each month to the designated staff contact. • Authors of an accepted proposal have six months to create a draft document that meets the approval of the Committee liaison. • Designated Committee members then review the guideline. The guideline’s liaison will relay the Committee reviewers’ recommendations to the authors for revision.
<p>Month 9</p>	<ul style="list-style-type: none"> • Upon final Committee approval, the NSGC Ethics Advisory Group will review and provide comment. Once the authors make any necessary Ethics’ revisions, NSGC attorney will review the guideline. The authors will have two weeks to make additional revisions and prepare the final draft.
<p>Months 9-10</p>	<ul style="list-style-type: none"> • The corresponding author will submit the final draft to the <i>Journal of Genetic Counseling (JOGC)</i> for peer review. • Guideline authors may suggest reviewers, but JOGC will make the final decision. • JOGC’s editorial manager will send peer-reviewed recommendations to the corresponding author. Authors have 48 days to revise and prepare the final draft.
<p>Month 11</p>	<ul style="list-style-type: none"> • The final draft is submitted to the Board for final approval. • Once approved, the corresponding author will submit the guideline to JOGC for acceptance.
<p>Month 12</p>	<ul style="list-style-type: none"> • JOGC will publish the final guideline.