



**American Headache Society
Guidelines Development Plan Worksheet**

1. Clinical Question Development:

- a. Problem/Issue to be addressed:
- b. To what population does this apply;
- c. What is the intervention (therapy, test, risk factor)?
- d. What are the outcomes of interest?
- e. State one or more answerable clinical questions that include the population, intervention, and outcomes of interest:

Examples:

- *What is (are) the best medication(s) for controlling seizures while minimizing side effects and providing a good quality of life for a patient who requires treatment for epilepsy?*
- *Does anticonvulsant prophylaxis decrease the risk of developing late seizures in patients with head injury?*
- *In patients with Bell's palsy, do steroids improve facial function outcomes:*

Clinical questions:

2. Criteria for Literature Search:

- a. Key Text words and Index words for the condition or closely related conditions, if appropriate (linked by the word "OR"):
- b. Key Text words and Index words for intervention
- c. Databases to be searched (e.g. MEDLINE, EMBASEM Current Contents)
- d. Years to be included in the search:

3. Inclusion and Exclusion Criteria:

- a. Include all languages
___ YES ___ NO, English only (please provide explanation if you selected English only)
- b. Selected Study Population
Human Studies ___ YES ___ NO
Animal Studies ___ YES ___ NO

- c. Disease in question or closely related to diseases to be included
 - d. Interventions to be:
 - i. Included:
 - ii. Excluded:
 - e. Outcomes to be:
 - i. Included:
 - ii. Excluded:
 - f. Types of studies to be included:
 - i. RCT ___ YES ___ NO
 - ii. Cohort ___ YES ___ NO
 - iii. Case Control ___ YES ___ NO
 - iv. Case Series (n must be greater than ___) ___ YES ___ NO
 - v. Review Papers ___ YES ___ NO
 - vi. Meta-analyses ___ YES ___ NO
 - g. Standard exclusion criteria:
 - i. Not relevant to the clinical questions
 - ii. Unrelated disease
 - iii. Outside of study population
 - iv. Articles not peer reviewed
 - h. Additional exclusion criteria:
4. Project Timeline: (Enter dates based on your availability and the guidelines provided)
- a. Complete panel formation by ___/___/___ (usually two – four weeks)
 - b. Literature search ___/___/___ (Select a timeframe of one – two weeks, during which you will have time to complete the search with the librarian and review and distribute the abstracts. AHS can help identify a librarian to begin this step)
 - c. Panel review of the literatures ___/___/___ (two-step process of reviewing abstracts then selecting articles – typically six to eight weeks)
 - d. Data extraction and development of evidence tables ___/___/___ (takes three to eight weeks depending on the total number of articles to analyze and tabulate)
 - e. Drafting the guideline ___/___/___ (takes four to eight weeks)
 - f. Goal for submitting the first draft to the Guideline Chair ___/___/___