



www.AmericanHeadacheSociety.org

American Headache Society Guidelines Development Policy

Clinical practice guidelines are systematically developed statements to assist practitioner and patient decisions about appropriate health care for specific clinical circumstances. They:

- Define the role of specific diagnostic and treatment modalities in the diagnosis and management of headache disorders
- Contain recommendations that are based on evidence from a rigorous systematic review and synthesis of the published medical literature

AHS will provide this service to assist all health care professionals in their treatment of patients with migraine and related disorders

1. Any AHS member, Committee, Section may request the development of a Guideline.
2. All Justification Tables are reviewed by the Guidelines Committee and then the Executive Committee.
3. The Guidelines Committee and the Executive Committee initiate projects based upon their assessment of the criteria in the Judgment Table and resources available.
4. Once a Guideline process is initiated, HQ will inform the *Headache* Editorial Office of Intent to publish
5. All Guidelines should be developed according to the American Academy of Neurology Clinical Practice Guideline Process Manual <http://www.aan.com/go/practice/guidelines/development> unless a compelling case is made to use another rigorous guideline development process and approved by the Guidelines Committee and Executive Committee.
6. If approved, the Guidelines Chair, in consultation with the Executive Committee, will assign an AHS member to serve as project facilitator and lead author.
7. The project facilitator will recommend an Author panel whose size depends on the project (five to ten individuals). Under most circumstances the panel should include internationally recognized experts on the topic to be addressed as well as a statistical/methodological consultant. Not all members of the panel need be AHS members.
8. The Author panel will develop clinical questions to be answered
9. A comprehensive literature review will be conducted based on the AAN or other adopted guideline development process.
10. Articles will be rated by at least two individuals and findings summarized.
11. Authors will draft a guideline that makes explicit, supported practice recommendations.
12. The committee will state the process used to resolve conflict or disagreements.
13. The guideline will contain a date by which it will either expire or be renewed or revised **not to exceed three years.**

14. The Guideline may be posted on the AHS web site for a period of 30 days for member review and comment.
15. The Guideline Chair will review and distribute the draft to appointed peer reviewers. The Guideline may go through several rounds of revision and re-review before the Guideline Chair concludes it is finished. At this time the article should also be sent to the journal for peer review.
16. Once this process is finalized, the Guideline Chair, in consultation with the Executive Committee will send the proposed Guideline to the Board with recommendation for approval or decline.
17. All authors must complete a Conflict of Interest and Disclosure form. Any external funding or in-kind or other support provided for guideline development must be disclosed.
18. All authors will be listed as such in the publication
19. Roles and Responsibilities
 - a. Facilitator
 - i. AHS member assigned to help guide the project. Provides advice on process issues
 - b. Lead Author
 - i. Project chair. Sets timeline, assigns tasks to panel members, and coordinates activities (literature review, drafting the guideline)
 - c. Author Panel Member
 - i. Active participant in the project. Usually reviews articles, classifies evidence, and writes portions of the document.
 - d. AHS Staff
 - i. Provides administrative support, facilitates meetings and group communications, coordinates resource allocation (e.g. medical librarian) and liaisons to the journal and approval bodies.
 - e. *HEADACHE* Editorial Office
 - i. Provide requirements for formatting tables, figure quality and the information/metadata to be included with the document upon submission to the journal for publication to ensure the article, when published, looks perfect.
20. Project Development Plan
 - a. Project Development Plan (PDP) Worksheet is provided. The PDP provides a framework for each panel to define the project and receive feedback at an early stage in the process and includes the following information:
 - i. Potential clinical questions
 - ii. Terms and databases to be used in the literature search
 - iii. Inclusion and exclusion criteria for article selection
 - iv. Project timeline
 1. Guidelines should be published in January or February to better accrue citations to influence the Impact Factor

February 13, 2013