American Headache Society  
Position Statement Project 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 Articles not peer reviewed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 position statement ___/___/______ (takes four to eight weeks)
   f. Goal for submitting the first draft to the Guideline Chair ___/___/______