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**GUIDELINES DEVELOPMENT
TASK FORCE**

SUMMER 2012



**AMERICAN ACADEMY OF
OTOLARYNGOLOGY-
HEAD AND NECK SURGERY**

F O U N D A T I O N

The logo for the Guidelines Development Task Force (GDTF) is a green rounded square containing the letters "GDTF" in white, bold, sans-serif font.

Summer 2012 Newsletter

Guidelines Development
Task Force

The mission of the Guidelines Task Force is to provide oversight to the clinical practice guideline development process and provide a forum for education on topics related to guideline development and dissemination. A primary function of the GDTF is to rank, prioritize, and vet topics submitted for development into either clinical practice guidelines or clinical consensus statements.

The GDTF is composed of a range of individuals within otolaryngology, including 12 specialty societies and AAO-HNSF leadership.

GDTF Summer Meeting in Alexandria, VA

The GDTF held its biannual meeting at AAO-HNS headquarters on July 10. During the meeting, guest speaker, Amir Qaseem, MD, PhD, MHA, Director, Clinical Policy, Medical Education Division at the American College of Physicians, presented as lead author of *Guidelines International Network: Toward International Standards for Clinical Practice Guidelines*. His presentation was followed by a question and answer session, and roundtable discussion of key components in guideline development.

Methodology

The AAO-HNSF develops clinical practice guidelines using an *a priori* methodology outlined in our guideline development manual.

This methodology has been recognized both nationally and internationally and was frequently referenced in the Institute of Medicine's report on "Clinical Practice Guidelines We Can Trust."

An electronic copy of the guideline development manual is available at:

<http://www.entnet.org/guidelines>

GDTF Society Representatives

Summer 2012 Meeting Attendees

Seth R. Schwartz, MD, MPH
GDTF Chair

Richard M. Rosenfeld, MD, MPH
Immediate Past GDTF Chair, Sr. Consultant for Quality and Guidelines

Susan Cordes, MD
AAO-HNS Board of Governors

Cindy J. Dawson, MSN, RN, CORLN
Society Otorhinolaryngology Head—Neck Nurses

Joseph Han, MD
American Rhinologic Society

Michael E. Hoffer, MD
Triological Society

Timothy S. Lian, MD
American Academy of Facial Plastic & Reconstructive Surgery

Robert H. Miller, MD, MBA
American Board of Otolaryngology

Yuri Agrawal, MD
American Neurotology Society

Michael J. Ruckenstein, MD, MSC
American Otological Society

Mark S. Courey, MD
American Laryngological Association

Robert J. Stachler, MD
American Academy of Otolaryngic Allergy

David E. Tunkel, MD
American Society of Pediatric Otolaryngology

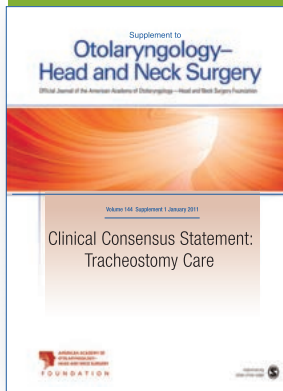
Representatives Unable to Attend

American Broncho-Esophagological Association

American Head and Neck Society

AAO-HNS Subspecialty Society Advisory Board

Recently Published Quality Knowledge Products



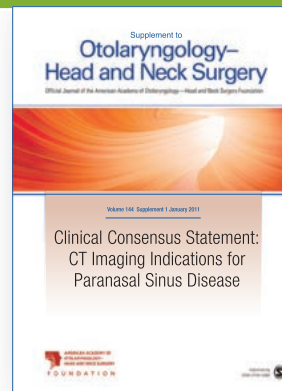
This consensus statement was developed to assist clinicians in improving the overall care of children and adults with a tracheostomy. Statements specifically address avoidance and management of complications, airway management, emergency care, patient and caregiver education, and improved quality of life for these patients. The manuscript has been

accepted for publication in *Otolaryngology—Head and Neck Surgery*. Final results will be presented as a miniseminar at the 2012 Annual Meeting & OTO Expo in Washington, DC.



Tuesday, Sep 11, 2012
8:00am—9:20am
Room 206
Moderator:
Ron Mitchell, MD

Panel members of this consensus statement include: Ron Mitchell, MD; Gavin Setzen, MD; Cheryl Brandt, RN, MSN, CNS, CORLN; Calvin Brown III, MD; Cindy Dawson, RN, MSN, CORLN; Kathleen Deakins, MSHA; Christopher Hartnick, MD; Ian Jacobs, MD; Albert Merati, MD; Brian Nussenbaum, MD; Heather M. Hussey, MPH (staff liaison)

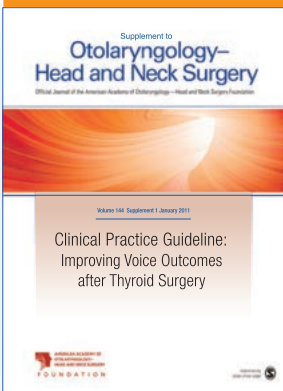


This consensus statement was developed to aid clinicians in determining when CT imaging should be utilized for adult patients with paranasal sinus disease. Indications were determined for medical management and surgical planning as well as for particular complications associated with this disease. The final results of this consensus statement

were presented as a miniseminar at the 2011 Annual Meeting & OTO Expo in San Francisco; the manuscript has been accepted for publication in *Otolaryngology—Head and Neck Surgery*.

Panel members of this consensus statement include: Gavin Setzen, MD; John S. Rhee, MD, MPH; Rebecca Cornelius, MD; Kristina W. Rosbe, MD; Paul R. Krakovitz, MD; Berrylin J. Ferguson, MD; Stephen Houser, MD; Grant Gillman, MD; Samson Lee, MD; Ashkan Monfared, MD; James N. Palmer, MD; Joseph Han, MD; Michael Setzen, MD; Miles Patil, MS

Quality Knowledge Products in Development



This multidisciplinary guideline will focus on quality improvement opportunities for the management of voice outcomes during thyroid surgery. A draft of the guideline was distributed for external peer review in June. The guideline leadership is now reviewing those comments, editing the draft, and documenting responses. Open public comment is tentatively scheduled for August.

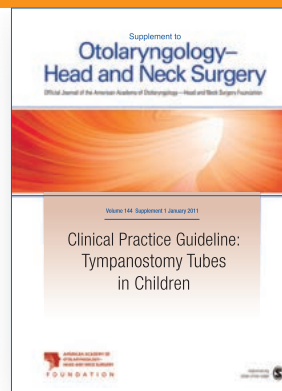
The guideline recommendations

will be presented as a miniseminar at the 2012 Annual Meeting & OTO Expo in Washington, DC, and will be submitted in *Otolaryngology—Head and Neck Surgery*.



Monday, Sep 10, 2012
8:00am—9:20am
Room 201
Moderator: Sujana S. Chandrasekhar, MD

Panel members include: Sujana S. Chandrasekhar, MD (chair); Gregory Randolph, MD (assistant chair); Michael Seidman, MD (assistant chair); Richard Rosenfeld, MD, MPH (consultant); Peter Angelos, MD, PhD; Julie Barkmeier-Kraemer, PhD; Michael Benninger, MD; Joel Blumin, MD; Gregory Dennis, MD; John Hanks, MD; Megan Haymart, MD; Richard Kloos, MD; Brenda Seals, PhD, MPH; Jerry Schreiberstein, MD; Mack A. Thomas, MD; Carolyn Waddington, MS, FNP, CORLN; Barbara Warren, PsyD, Med; and Peter Robertson, MPA (staff liaison).

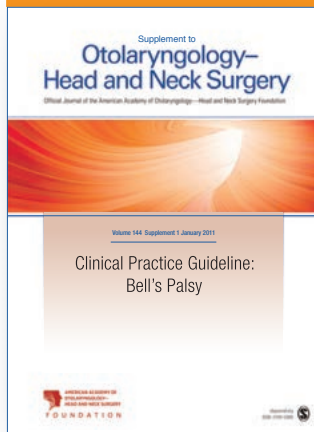


This multidisciplinary guideline aims to provide clinicians with evidence-based recommendations on patient selection, surgical indications, and management of tympanostomy tubes in children. The guideline is intended for any clinician involved in managing a child, aged 6 months to 12 years, with tympanostomy tubes or being considered for tympanostomy tubes in any care setting as an intervention for otitis media of

any type. The panel held its second in-person meeting July 8-9 at the AAO-HNS headquarters in Alexandria, VA. A draft will be distributed for external peer review in mid-September. Recommendations of this guideline will be submitted for presentation at the AAO-HNSF 2013 Annual Meeting & OTO EXPO, as well as to *Otolaryngology—Head and Neck Surgery*.

Panel members include: Richard Rosenfeld, MD, MPH (chair); Melissa Pynnonen, MD (assistant chair); David Tunkel, MD (assistant chair); Seth Schwartz, MD, MPH (consultant); Jeffrey S. Fichera, PA-C7; Alison Grimes, AuD; Jesse Hackell, MD; Melody Harrison, PhD; Helen Haskell, MD; David Haynes, MD; Tae Kim, MD; Denis C. Lafreniere, MD; Katie LeBlanc, MTS, MA; Wendy Mackey, APRN, BC; James L. Netteville, MD; Mary Pipan, MD; Nikhila P. Raol, MD; Ken G. Schellhase, MD, MPH; and Heather M. Hussey, MPH (staff liaison).

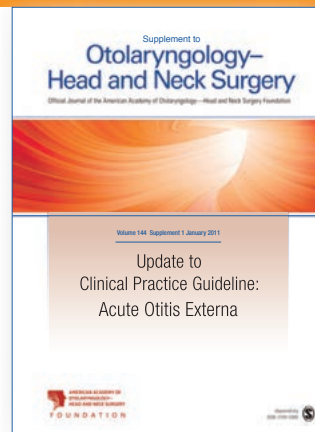
Quality Knowledge Products in Development



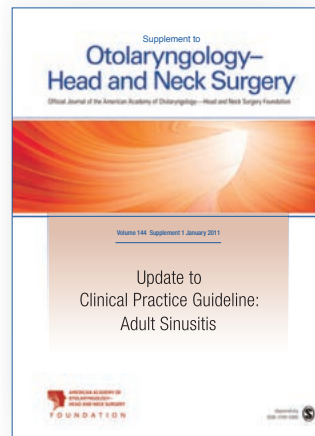
This multidisciplinary guideline focuses on the management of acute idiopathic unilateral facial nerve paresis or paralysis, and is written for any clinician involved in the care of a patient presenting with Bell's Palsy. The panel held its second conference call in late July and will hold its first in-person meeting in October.

Panel members include: Reginald Baugh, MD (chair); Gregory Basura, MD, PhD (assistant chair); Lisa Michelle Ishii, MD (assistant chair); Seth Schwartz, MD, MPH (consultant); Rebecca Burkholder, JD; Nathan Deckard, MD; Cindy Dawson, MSN, RN, CORLN; Colin Driscoll, MD; M. Boyd Gillespie, MD, MSc; Richard Gurgel, MD; John Halperin, MD; Ayesha Khalid, MD; K. Ashok Kumar, MD; Alan Micco, MD; Debra Munsell, DHSc, PA-C; Steven Rosenbaum, MD; William Vaughan; and Caitlin E. Murray (staff liaison).

+ *Additional information about our quality products including the full text of each guideline can be found at: <http://www.entnet.org/guidelines>*



The Acute Otitis Externa guideline is the first AAO-HNSF Clinical Practice Guideline to be updated five years post-publication. The guideline update authors include Richard Rosenfeld, MD, MPH (chair), Seth Schwartz, MD, MPH, Peter Roland, MD, and C. Ron Cannon, MD. The original guideline was reviewed for its relevancy this spring and it was determined the guideline will undergo a minor revision. The guideline update group will meet later this year to perform the update.



AAO-HNS staff is collaborating with a group of international physicians to identify new literature published in the last five years on adult sinusitis. Evidence Based Critical Reviews (EBCRs) will be developed by a group of physicians in the Netherlands to support and supplement this update. A guideline update group will include members of the initial panel and will be led by Richard Rosenfeld, MD, MPH.

AAO-HNS Guidelines Usage Summary

The following table contains the cumulative number of page views for each AAO-HNSF guideline listed on the National Guidelines Clearinghouse (NGC) website from the time the guideline was posted to the NGC through June 2012.

Title	Date released	Page views
Clinical Practice Guideline: Acute Otitis Externa	7/14/2006	59,543
Clinical Practice Guideline: Adult Sinusitis	8/22/2008	53,840
Clinical Practice Guideline: Cerumen Impaction	4/17/2009	22,742
Clinical Practice Guideline: Benign Paroxysmal Positional Vertigo	4/17/2009	31,972
Clinical Practice Guideline: Hoarseness (Dysphonia)	4/23/2010	15,120
Clinical Practice Guideline: Tonsillectomy in Children	5/13/2011	12,389
Clinical Practice Guideline: Polysomnography for Sleep-Disordered Breathing Prior to Tonsillectomy in Children	12/16/2011	3,956
Clinical Practice Guideline: Sudden Hearing Loss	4/26/2012	2,203

Beyond AAO-HNS



An initiative of the ABIM Foundation

American Board of Internal Medicine (ABIM) Foundation Choosing Wisely Campaign

The AAO-HNS, along with seven additional societies, has recently joined the Choosing Wisely® campaign (www.choosingwisely.org). The aim of the campaign is to get physicians, patients and other healthcare stakeholders thinking and talking about the overuse or misuse of medical tests and procedures that provide little benefit, and in some instances harm.

The AAO-HNS Patient Safety and Quality Improvement Committee is working with clinical committees and the Subspecialty Society Advisory Committee to identify five tests and or procedures with otolaryngology. The topics identified will go to the Board prior to the September deadline.

National Summit on Overuse

The Joint Commission and the American Medical Association convened Physician Consortium for Performance Improvement® have joined forces to address serious patient safety and quality concerns through a National Summit on Overuse. As part of this initiative, five advisory panels have been formed, each focusing on one of the following interventions:

- Elective percutaneous coronary intervention
- Tympanostomy tubes for middle ear effusion of brief duration
- Early term non-medically indicated elective delivery
- Appropriate blood management
- Antibiotics for uncomplicated viral upper respiratory infections

Richard M. Rosenfeld, MD, MPH and David W. Roberson, MD are representing the AAO-HNSF on the Tympanostomy tubes panel. The Summit will take place on September 24, 2012 in Rosemont, IL. The advisory panels will validate the evidence to identify appropriate use of the intervention, review guidelines and quality measures, and identify and/or develop strategies for organizations and key stakeholders to reduce overuse. Stavros Tsipias, MA (AMA staff) and Elvira Ryan, MBA, BSN, RN (Joint Commission staff) attended the second in-person meeting of the Tympanostomy Tubes guideline panel in early July.

IOM Multiple Chronic Conditions and Clinical Practice Guidelines

On Tuesday, May 29, the IOM Roundtable on Value & Science-Driven Health Care held a meeting sponsored by the U.S. Department of Health and Human Services on Multiple Chronic Conditions and Clinical Practice Guidelines. Richard M. Rosenfeld, MD, MPH and Peter Robertson, MPA, were in attendance to represent the AAO-HNSF. The meeting was held at the Keck Center of the National Academies in Washington, DC. As a result of attending this meeting, the AAO-HNSF guideline development process will be enhanced by:

1. Including a brief discussion about multiple chronic conditions (MCCs) in the Disease Burden section, and
2. Consideration of at least one key action statement about MCCs in the guideline that refers to modifying factors or conditions that would alter management, if present.

American Academy of Neurology (AAN) Methodology Course

On June 11, 2012, Richard M. Rosenfeld, MD, MPH, and AAO-HNS staff members, Stephanie L. Jones and Heather M. Hussey, MPH, participated in the AAN's first-ever methodology conference in Minneapolis, MN. This one-day event featured guest speakers and methodologists from the AAN Guideline Development Subcommittee, sharing their experiences, insights, tools and templates.

Some AAO-HNSF guideline development process enhancements that resulted from staff attending the conference include:

1. Creating a protocol for each guideline and send out for committee input/public comment before Key Action Statements (KAS) are developed;
2. Changing our "topic list" of quality improvement opportunities that will be used in developing KAS to read as questions, corresponding to the Centre for Evidence Based Medicine (CEBM) question types:
 - a) therapeutic
 - b) diagnostic accuracy
 - c) prognostic accuracy
 - d) screening
3. Updating our aggregate evidence levels (for treatment and diagnostic tests) based on the 2011 CEBM revised document.

Beyond AAO-HNS

American College of Chest Physicians (ACCP) Guideline Methodology Course

March 15-16, 2012, AAO-HNS Staff members, Peter Robertson, MPA, and Caitlin E. Murray attended the ACCP's Guideline Methodology Course in Northbrook, IL. This course provided novice to advanced attendees with the knowledge, skills, and tools to develop evidence-based clinical practice guidelines. Attending the course provided an opportunity to explore the processes and challenges faced by other guideline-producing organizations, and offered a valuable perspective on the resources often required to improve the guideline development process.



2012 Cochrane Colloquium

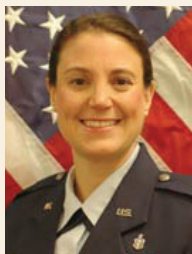
Two posters, submitted by AAO-HNS staff members Peter Robertson, MPA and Heather M. Hussey, MPH, entitled, "Enabling physicians to develop high quality systematic reviews" and "Involving consumers in evidence based medicine," were accepted for presentations at the 20th annual Cochrane Colloquium, to be held September 30-October 3, 2012, in Auckland, New Zealand. The meeting will be attended by Richard M. Rosenfeld, MD, MPH, Stephanie Jones and Peter Robertson, MPA.

Cochrane Scholars

For the 7th year, the AAO-HNSF leadership and SAGE, publisher of *Otolaryngology—Head and Neck Surgery*, offered four travel grants for AAO-HNS members to attend the Cochrane Colloquium, featuring a full scientific program plus about 60 training and discussion workshops related to systematic reviews. Systematic reviews have a high citation impact, and serve as the foundation for evidence-based clinical practice guidelines, clinical performance measures, and maintenance of specialty certification. This program was developed to foster AAO-HNS member involvement in systematic reviews. Cochrane Scholars agree to initiate and submit a systematic review to *Otolaryngology—Head and Neck Surgery* for publication consideration within 12 months. The Cochrane Scholar applicants were evaluated based on their prior experience, statement of interest, and proposed topic.

Congratulations to the 2012 Cochrane Scholars!

They were awarded \$3,500 travel grants to attend the 2012 Cochrane Colloquium, September 30 to October 3, 2012 in Auckland, New Zealand. If you are interested in learning about the Cochrane travel grants for 2013 please contact Stephanie Jones at sljones@entnet.org.



Cecelia E. Schmalbach, MD



Lisa Michelle Ishii, MD



Stephanie Misono, MD, MPH



Travis T. Tollefson, MD

GuideLines Into Decision Support (GLIDES) project sponsored by the Agency for Healthcare Research and Quality (AHRQ)

The AAO-HNSF has just started its third year of collaboration with Richard N. Shiffman, MD, MCIS and the Yale Center for Medical Informatics as part of the GLIDES project sponsored by the AHRQ. The project explores how the translation of clinical knowledge into clinical decision support (CDS) tools can be routinely applied in practice, and taken to scale, to improve the quality of healthcare delivery in the United States. The Academy receives funding through this grant which is utilized to supplement training for staff and physician leadership. As part of this collaboration, the Sudden Hearing Loss guideline panel pilot tested Bridgewiz (an action statement development tool) and eGLIA (a guideline implementability appraisal tool). The three Clinical Practice Guidelines (CPGs) currently under development will also adopt and test the Bridgewiz and eGLIA tools.

American Academy of Pediatrics (AAP) Endorses Tonsillectomy Guideline

The AAP Executive Committee approved endorsement of the AAO-HNSF "Clinical Practice Guideline: Tonsillectomy in Children." This endorsement will apply for five years unless sooner retired or revised by the AAO-HNS. AAP will publish a "statement of endorsement" in *Pediatrics*, and the tonsillectomy guideline will be listed on AAP's policy website.



Guidelines International Network (G-I-N)

Similar to the March 2011 Institute of Medicine (IOM) report detailing eight specific standards for trustworthy guidelines, in April 2012, “[Guidelines International Network: Toward International Standards for Clinical Practice Guidelines](#)” by Amir Qaseem, MD et al. was published in the *Annals of Internal Medicine*, summarizing the Guidelines International Network’s proposed components for developing both rigorous and feasible clinical practice guidelines. The G-I-N board of trustees along with the Guidelines International Network recommends that guideline developers incorporate the following components:

1. Composition of Guideline Development Group

A guideline development panel should include diverse and relevant stakeholders, such as health professionals, methodologists, experts on a topic, and patients or other health care consumers.

2. Decision-Making Process

A guideline should describe the process used to reach consensus among the panel members and, if applicable, approval by the sponsoring organization. This process should be established before the start of guideline development.

3. Conflicts of Interest

A guideline should include disclosure of the financial and nonfinancial conflicts of interest for members of the guideline development group. The guideline should also describe how any identified conflicts were recorded and resolved.

4. Scope of a Guideline

A guideline should specify its objective(s) and scope.

5. Methods

A guideline should clearly describe the methods used for the guideline development in detail.

6. Evidence Reviews

Guideline developers should use systematic evidence review methods to evaluate evidence related to the guideline topic.

7. Guideline Recommendations

A guideline recommendation should be clearly stated and based on scientific evidence of benefits; harms; and, if possible, costs.

8. Rating of Evidence and Recommendations

A guideline should use a rating system to communicate the quality and reliability of both the evidence and the strength of its recommendations.

9. Peer Review and Stakeholder Consultations

Review by external stakeholders should be conducted before guideline publication.

10. Guideline Expiration and Updating

A guideline should include an expiration date and/or describe the process that the guideline groups will use to update recommendations.

11. Financial Support and Sponsoring Organizations

A guideline should disclose financial support for the development of both the evidence review as well as the guideline recommendations.

Note: The AAO-HNSF’s current guideline methodology conforms to all of the G-I-N components and most of the IOM recommendations. The Clinical Practice Guideline: Bell’s Palsy will introduce a second public open comment period of the guideline scope and quality improvement opportunities to further improve the guideline process. Additional recommendations from these reports are being considered for future guidelines to create even greater transparency among clinicians and the general public.

2012 G-I-N Conference, Aug 22-Aug 25, 2012 in Berlin, Germany

A poster, submitted by AAO-HNS staff members Peter Robertson, MPA and Heather M. Hussey, MPH, entitled “Consumer and public involvement in guideline development” has been accepted for presentation. The meeting will be attended by Seth Schwartz, MD, MPH, Richard M. Rosenfeld, MD, MPH, Jean Brereton, MBA and Heather Hussey, MPH.

E-GAPPS Conference, Dec 10-11, 2012, New York, NY

The Evidence-Based Guidelines Affecting Policy, Practice and Stakeholders (E-GAPPS) Conference is a two-day conference co-sponsored by the Guidelines International Network North America (G-I-N NA) and the Section on Evidence Based Health Care of the New York Academy of Medicine. The E-GAPPS mission focuses on constructive dialogue and collaboration; best practices in guideline development, dissemination, and implementation; and perspectives, processes, values, and principles that impact healthcare policy. To register or learn more about the confirmed plenary speakers, conference themes, or break-out sessions, please visit: <http://www.nyam.org/events/2012/evidence-based-guidelines-conference.html>



In January 2012, G-I-N North America began a monthly webinar series,

which has been hosted by Gladys Tom and Marguerite Koster on a WebEx platform through Kaiser Permanente. Webinars include a 30-45 minute slide presentation followed by a moderated question and answer session. Links to recordings of the webinars are available through the

G-I-N website: http://www.g-i-n.net/@@latest_updates.

- **January 2012.** New IOM standards for guidelines: implications for the North American Guideline Community. Rick Shiffman, MD, MCIS (speaker), Richard Rosenfeld, MD, MPH (moderator).
- **February 2012.** New IOM standards for systematic reviews: implications for the North American Guideline Community. Chris Schmid, PhD (speaker), Richard Rosenfeld, MD, MPH (moderator)
- **March 2012.** AHRQ and NGC approach to addressing the IOM standards. Vivian Coates, MBA (speaker), Jean Slutsky, PA, MSPH (speaker), Richard Rosenfeld, MD, MPH (moderator)
- **April 2012.** Best practices for managing conflict of interest in guideline development. Sandra Zelman Lewis, PhD (speaker), Gordon Guyatt, MD, MSC (speaker), Richard Rosenfeld, MD, MPH (moderator)
- **June 2012.** New technologies to facilitate clinical practice guideline development. Thomas Getchius (speaker), Gary Gronseth, MD (speaker), Wiley Chan, MD (speaker), Marguerite Koster, MA (moderator)
- **July 2012.** Rapid review methodology. David Moher, PhD (speaker), Marguerite Koster, MA (moderator)
- **September 2012.** G-I-N standards for trustworthy guidelines: differences and similarities with IOM standards. Amir Qaseem, MD, PhD, MHA (speaker), Marguerite Koster, MA (moderator)

AAO-HNSF G-I-N Scholars Program

NEW! In an effort to foster involvement in guideline development and encourage participation in guideline development panels, AAO-HNS launched the G-I-N Scholars program this year. The 2012 program offered four AAO-HNS members \$1,500 travel grants to attend the Guidelines International Network (G-I-N) North America (NA) Conference in New York. Recipients of a G-I-N Scholar award agree to serve on an upcoming AAO-HNSF clinical practice guideline panel. Awardees also agree to submit a commentary to *Otolaryngology-Head and Neck Surgery* about a specific aspect of the guideline (e.g. development, dissemination, adaptation, implementation, etc.) within three months of publication of the clinical practice guideline for which they have served as a panel member.

In 2012, the AAO-HNSF received 13 competitive applications for four G-I-N Conference Scholar awards. Candidates were assessed according to qualifications and

experience, and interest and engagement in the clinical practice guideline development process.

Congratulations to the 2012 G-I-N Scholars!

They were awarded \$1,500 travel grants to attend the 2012 G-I-N North America E-GAPPS Conference. AAO-HNS/F will fund an additional four G-I-N Scholars to attend the 2013 G-I-N conference in San Francisco, CA, in August 2013 (exact dates TBD). More details will be released in August 2012.



Clockwise from top left: David O. Francis, MD, Vanderbilt University; Lisa Michelle Ishii, MD, Johns Hopkins University; Gordon H. Sun, MD, University of Michigan; Melissa A. Pynnonen, MD, University of Michigan

GUIDELINES DEVELOPMENT TASK FORCE SUMMER 2012

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