

Guideline Production Group Guideline Protocol Checklist

1. *Purpose*

The Guideline Production Group receives this form along with the Guideline Protocol submitted by the Guideline Task Force to help them review and evaluate the quality of the received guideline protocol. The checklist is used as an online (Survey Monkey) form.

2. *Terms of Reference*

Guideline Protocol - A document which defines in detail the stakeholder involvement, scope and purpose, literature search, PICOs, etc.

Protocol Checklist

Guideline Background	Done? Yes/No/Comments
Title & purpose <i>A short explanation as to why the guideline is needed</i>	
Previous guidelines <i>Already existing guidelines on the same or related topics</i>	
Objectives	
Scope	
Task force members <i>Country & gender balance, medical specialties, patient representative, methodologist, etc</i>	

Clinical Question 1	
Population	
Intervention	
Comparator	
Outcome	

Clinical Question 2	
Population	
Intervention	
Comparator	
Outcome	

Clinical Question 3	
Population	
Intervention	
Comparator	
Outcome	

Search Strategy	
Publication Period of studies included	
Databases searched	
Study designs to be included	
Other inclusion and exclusion criteria	
Search terms used	

Methodology	
Tools to be used for the evaluation of the individual-study risk of bias evaluation	
Data collection and analysis	
Time frame of guideline production	
Grading of evidence <i>using GRADE and its modification according to EAN rule</i>	
Conflict of Interest (COI) <i>Explaining how they will be resolved</i>	
Inclusion of patient perspective <i>If they are not part of the panel, specification of other ways</i>	

Consensus Process	
Methods used for consensus	
Amount of consensus needed for a recommendation to be approved	