RESPONSIBILITIES OF THE VA/DoD CLINICAL PRACTICE GUIDELINE CHAMPION & TEAM MEMBERS

U. S. Army Medical Command, Health Policy and Services Directorate, Quality Management Division, Evidence-Based Practice Section 2050 Worth Road, Suite 26, Fort Sam Houston, TX 78234-6026
https://www.QMO.amedd.army.mil

May, 2011
Responsibilities of the National CPG Champion & Team Members

Clinical Practice Guideline (CPG) Champion Responsibilities

Initial VA/DoD Champion Teleconference
- Provide best days and times for teleconferences with the guideline facilitator
- Ensure the appropriate research questions are formulated and distributed for comment and the seed algorithm has been selected.
- Assist in the direction of the literature/evidence update.
- Recruit the appropriate disciplines to the CPG Working Group.
- Appraise the level of evidence and distribute for comment

VA/DoD Working Group Adaptation Conference and Development of the Guideline
- Attend one to three Adaptation and Editing Conferences, as guideline complexity requires.
- Direct/ coordinate/ integrate assignments and participation.
- Participate in the simultaneous online review and revision of the most current version of the CPG via scheduled weekly telephone conferences.
- Participate in guideline editing.
- Participate in metrics selection process.

Automation
- Participate with other DoD workgroups to facilitate automation of VA/DoD CPGs.
- Ensure that formats are user-friendly for primary health care providers.
- Provide appropriate clinical feedback as requested by informatics and clinical business workgroups.

Implementation of Guideline
- Assist in planning and participate in satellite broadcast to launch the guideline.
- Present the guideline at meetings and conferences.
- Answer clinical CPG questions.

Updates
- Participate in biannual review and update of the guideline.

References

Resources Available
- Letter of appointment from U. S. Army Medical Command (USAMEDCOM)
- USAMEDCOM Guideline Coordinator support
- TDY funds available for all meetings and conferences
- VA/DoD contractor support for evidence review, guideline development, and finalization
CPG Team Member Responsibilities

VA/DoD Working Group Adaptation Conference and Development of the Guideline
- Provide best days and times for teleconferences with the guideline facilitator.
- Attend one to three Adaptation and Editing Conferences, as guideline complexity and Team Member expertise requires.
- Complete all writing assignments.
- Participate in the simultaneous online review and revision of the most current version of the CPG via scheduled weekly telephone conferences.
- Participate in guideline editing.
- Participate as needed in metrics selection process.
- Participate as needed in automation of the guideline.

Implementation of Guideline
- Assist as needed in planning and participate in satellite broadcast to launch the guideline.
- Present the guideline at meetings and conferences as appropriate to Team Member’s expertise.
- Answer clinical CPG questions as appropriate to Team Member’s expertise.

Updates
- Participate in biannual review and update of the guideline.

References

Resources Available
- USAMEDCOM Guideline Coordinator support
- TDY funds available for all meetings and conferences
- VA/DoD contractor support for evidence review, guideline development, and finalization