

ASTRO Guideline Development Process Overview



Topic selection:

The GLSC oversees topic selection with suggestions from various outlets

Panel selection:

Affected company list is determined, chair and member nominees vetted; societies invited, and their representatives nominated

Disclosure review:

Nominee disclosures are vetted for potential COI based on affected company list

Proposal:

Nominees and KQs are reviewed and approved by ASTRO CAQC and Board

Kick-off call:

Official start to the development process

Key questions:

KQs are reviewed and refined by the full panel

Search protocol:

Search strategy is drafted, preliminary searches performed and the strategy modified as needed

Literature review:

1. Abstracts are dual-screened based on inclusion and exclusion criteria
2. Full-text articles are reviewed
3. Data is abstracted from the relevant articles

Evidence tables:

Data from relevant articles is used to populate evidence tables

Analysis:

Evidence tables are analyzed and the body of evidence for each KQ summarized

Evidence presentation:

KQ leads present evidence tables to panel, verbally summarizing the body of evidence to inform the QoE rating

Drafting recommendations:

1. Recommendations are drafted for discussion and modified as needed
2. The strength of recommendations and QoE are determined

Supportive text:

Text is drafted based on near-final recommendations. The body of evidence is summarized with limited text and linked to the evidence tables

Consensus:

Recommendations are voted on via confidential survey; if modified, they are re-surveyed

Official peer review:

The draft guideline is reviewed by the GLSC; official peer reviewers nominated by ASTRO and participating societies; legal counsel and internal staff

Comment adjudication:

All comments are responded to and the draft modified as needed

Public comment:

The revised draft is posted for public comment

Comment adjudication:

All comments are responded to and the draft modified as needed

Final consensus survey:

The final draft is modified as needed; changed recommendations are re-surveyed

Multiple layers of approval:

1. GLSC
2. CAQC
3. ASTRO's Board
4. Other partner organizations

Disclosure review:

Simultaneously, panel members update or confirm their disclosures for publication

Implementation:

A strategy for dissemination and development of complementary materials is determined

Executive summary:

The approved full-text draft is used to develop the ES containing recommendations and minimal text

Publication and Implementation

Draft submission:

The approved full-text and ES are sent to the journal; their peer review process is initiated; if needed, comments are adjudicated and edits made as appropriate

Endorsements:

The approved guideline is sent to participating organizations for endorsement consideration

Acceptance:

Once accepted, the ES is typeset and published in the journal; the full text is posted on ASTRO's website

Implementation:

Complementary materials are developed and promoted.