

CLINICAL PRACTICE GUIDELINES OVERSIGHT COMMITTEE

The charge of the Clinical Practice Guidelines Oversight Committee is to:

- Create annual strategy for development of clinical guidance documents, which includes practice guidelines and consensus statements with and without algorithms, that aligns with organization's strategic plan and considers prioritization regarding feasibility, availability of resources, and projects already in development.
- Review and approve proposals for new clinical guidance documents as well as updates of previously published AAACE clinical guidance documents in alignment with annual strategy.
- Oversee process for empanelment of task forces that develop clinical guidance documents to ensure that empanelment complies with AAACE policies regarding author qualifications; disclosures/conflicts of interest; diversity, equity, and inclusion; and any other policy deemed relevant by AAACE leadership.
- Provide oversight of the Clinical Practice Guidelines Conflict of Interest (COI) Subcommittee, which reviews disclosures of applicants and authors for task forces to develop AAACE clinical guidance documents and applies the AAACE COI Policy to identify any relevant COI and determine eligibility to serve.
- Develop and revise/update policies and processes relevant to development of clinical guidance documents, as needed, including but not limited to policies related to production and internal review, author criteria/qualifications of task force chairs and authors, and co-sponsorship and endorsement of internal and external guidelines.
- Provide oversight of task forces regarding performance, confidentiality, and timely completion of clinical guidance documents.
- Provide recommendations to the AAACE President regarding conflict resolution, dismissal, and replacement of task force members.
- Review all AAACE clinical guidance documents, provides feedback for consideration of task forces, and recommends publication to the AAACE Board of Directors.
- Provide recommendations to the AAACE Executive Committee regarding co-sponsorship and endorsement of internal and external clinical guidance documents.
- Provide input to the Education Oversight Committee regarding upcoming clinical guidance documents.

Composition of CPG OC

Sixteen (16) members serve on the CPG OC, which includes eleven (11) members, four (4) ex officio members, and one (1) ex officio representative of the Diversity, Equity, and Inclusion (DEI) Committee. The Committee totals seventeen (17) members when the Immediate Past Chair of the CPG OC serves, with the following composition:

Eleven (11) members:

1. One (1) Chair: 3-year term
2. One (1) Vice Chair: 3-year term with option to be appointed Chair
- 3-10. Eight (8) Members: 2-year term with a maximum of 1 renewal
11. Fellow in Training: 1-year term from July to June

Five (5) ex officio members:

12. Chair of Disease State Network Oversight Committee: 1 year
13. Chair of Education Oversight Committee: 3 years
14. Editor-in-Chief of Endocrine Practice: 5 years
15. Editor-in-Chief of AACE Clinical Case Reports: 5 years
16. Representative of Diversity, Equity, and Inclusion (DEI) Committee: 1 year

When applicable:

17. Immediate Past Chair of the CPG OC, when applicable (ex officio member): 1-year term to facilitate transition and provide mentorship

Descriptions and Terms of CPG OC Positions

CPG Oversight Committee Chair

The role of the CPG OC Chair is to lead strategy, ensure adherence to policies and processes, and oversee all business and decision-making of the CPG OC regarding development of AACE clinical guidance documents and collaborations for co-sponsorship and endorsement of external guidance.

Estimated time commitment: 10-12 hours per month

Term: 3 years

Duties include:

- Leads all meetings and facilitates decision-making of the CPG OC regarding empanelment and performance of task forces, topic proposals, co-sponsorship, endorsements, review and approvals of clinical guidance documents for publication, recommendations to the AACE Board of Directors (BOD) and Executive Committee (EC), and review/revision of policies and processes related to development of AACE clinical guidance documents
- Remains knowledgeable and informed about AACE positions on clinical guidance
- Oversees strategy for development of clinical guidance documents to ensure that Committee considers prioritization of topics regarding feasibility, availability of resources, funding, and projects in development
- Meets weekly with staff to discuss updates on development of AACE clinical guidance documents and responds to emailed questions as needed from staff to support operations
- Presents reports/updates and recommendations of the CPG OC to the BOD
- Collaborates with Disease State Networks, DEI Committee, Education Oversight Committee, Editor-in-Chief of *Endocrine Practice*, and Editor-in-Chief of *AACE Clinical Case Reports*

Represents CPG OC as Ex Officio on:

- Board of Directors
- Disease State Network Oversight Committee
- Education Oversight Committee

Provides updates on activities of the CPG OC (via written report or in live meeting) to the Disease State Network and Education Oversight Committee as ex officio member and communicates updates from the DSN and EOC back to the CPG OC.

Immediate Past Chair of the CPG Oversight Committee (When Applicable)

Term: 1 year

Duties include:

- Facilitate transition in leadership of Committee
- Provide mentorship to the newly appointed chair and vice chair
- Reviews and comments on proposals and documents as appropriate
- Participates in discussions as appropriate

CPG Oversight Committee Vice Chair

The role of the Vice Chair is to support the CPG OC Chair and participate in decision-making of the CPG OC.

Estimated time commitment: 8-10 hours per month

Term: 3 years with option to be considered for appointment as Chair

Duties include:

- Supports the CPG OC Chair and participates in decision-making regarding empanelment and performance of task forces including reviews and recommendations of the COI Subcommittee, topic proposals, co-sponsorship, endorsements, review/approval of clinical guidance documents for publication, and recommendations to the AACE BOD and EC, and review/revision of policies and processes related to development of AACE clinical guidance documents
- Remains knowledgeable and informed about AACE positions on clinical guidance
- Fulfills the role of CPG OC Chair as needed
- Meets weekly with staff to discuss updates on development of AACE clinical guidance documents and responds to emailed questions as needed from staff to support operations
- Supports strategy for development of clinical guidance documents to ensure that Committee considers prioritization of topics regarding feasibility, availability of resources, funding, and projects in development
- Collaborates with Disease State Networks, DEI Committee, Education Oversight Committee, Editor-in-Chief of *Endocrine Practice*, and Editor-in-Chief of *AACE Clinical Case Reports*

During Absence of CPG OC Chair, Represents CPG OC as Ex Officio on:

- Board of Directors
- Disease State Network Oversight Committee
- Education Oversight Committee

CPG Oversight Committee Members, including Fellow-in-Training

The role of a CPG OC member is to review and comment on manuscripts and policies related to the AACE clinical guidance program and participate in discussions and voting for strategic planning and decision-making of the CPG OC.

Estimated time commitment: 3-5 hours per month (varies, depending on quantity and size of documents to review)

Term of Member: 2 years (January-December) with a maximum of 1 renewal

Term of Fellow-in-Training: 1 year (July-June)

Duties include:

- Become knowledgeable about AACE policies and procedures and familiar with positions of AACE clinical guidance documents
- Reviews and votes on policies and processes relevant to development of AACE clinical guidance documents
- Reviews all manuscripts of AACE clinical guidance documents, provides feedback for consideration of task forces, and votes on recommendations to the AACE BOD
- Reviews internal and external co-sponsorship invitations and external manuscripts for consideration of endorsement, provides feedback as requested, and votes on recommendations to the AACE EC
- Reviews and votes on proposals for new topics and updates of AACE clinical guidance documents in alignment with Committee's strategic prioritization of topics for development

Opportunity to Represent CPG OC on Other AACE Committees:

- Nominating Committee: Each year in the fall, the CPG OC chairs may nominate one to two members for service as an at-large member of the AACE Nominating Committee, with the goal of increasing participation of AACE membership in the nomination process for Officers and BOD members. Applicants submit a brief bio or current CV and a statement of interest. The BOD votes on the slate of candidates in early December. The Nominating Committee meets approximately 15 hours per year.
- Conflict of Interest (COI) Subcommittee: One member of the CPG OC serves as the Committee's representative on the COI Subcommittee. The Subcommittee completes most work via email, requiring approximately 6 hours per year with a charge to:
 - Review disclosures of applicants and appointed authors who serve on task forces that develop official AACE clinical guidance documents.
 - Interpret and apply the AACE COI Policy: Addendum COI Policy and Procedures for Clinical Guidance Documents (Board approved 8/9/23; <https://pro.aace.com/about/aace-conflicts-interests-policy>) to determine if disclosed interests/relationships of applicants and appointed task force members constitute COI or potential COI and eligibility of prospective and appointed authors to serve.
 - Provide recommendations to the parent CPG OC based on assessment of disclosures of prospective and appointed authors.
- Professional Standards Committee: One member serves as the CPG OC representative on the Professional Standards Committee, which meets approximately 2 to 3 times a year with a charge to:
 - Review COI forms from BOD members, committee chairs, and committee members, and address any questions or concerns regarding financial, intellectual, or other COI.
 - Periodically, or approximately every 3 years, review the AACE COI Policy and make recommendations as needed to ensure that the COI policy follows best practices.
 - Periodically, or approximately every 3 years, review the Board Governance Policy and make recommendations as needed to ensure that this policy follows best practices.

- Review complaints concerning reported unethical activities alleged against a member by another member.
- Respond to request from Board for guidance and recommendation on matters involving ethics and COI.
- Develop, as needed, member education materials regarding professional standards and ethics.

CPG Oversight Committee Ex Officio Members

The role of a CPG Oversight Committee ex officio member is to provide updates on the activities of their respective committee, DSN, or journal; become familiar with the activities of the CPG Oversight Committee and share relevant non-confidential updates with their respective committee; may review and comment on documents; and participate in discussions, if in attendance of meeting.

The representative of the DEI Committee attends one to two video conferences for each Empanelment Workgroup to review applications of candidates for service on clinical guidance document task forces in accordance with the DEI Policy and Procedures for Selecting Candidates for Service within AACE.

Estimated time commitment: 3-5 hours per month (varies depending on documents in review)