

CLINICAL GUIDELINES COMMITTEE CHARGE

Number of Members 10-15

Composition

Members shall include a Chair and a Vice Chair (or two Co-Chairs) and members from diverse backgrounds and experiences with knowledge or interest in clinical guidelines; to include an Allied Professional, Early Career Professional, international member, and subject matter experts. Consideration is also made for members with experience in guideline methodology and other related fields such as pharmacology, regulatory health, health policy, or research science. The Chair may invite guests as needed to expedite information sharing, such as a representative from a guideline or other committees. Guests are not required to be members of the Heart Rhythm Society.

Method of Appointment

Members shall be appointed by the President and/or Vice President, in consultation with Chief Executive Officer.

Term of Office

One year. Reappointment for two additional consecutive terms of one year is permissible.

Key Relationships

Reports to: Board of Trustees

Key relationships: Executive Committee, Education Council, Scientific Documents Committee, Health Policy and Regulatory Affairs Committee, Patient and Caregiver Committee, Quality Improvement Committee, Annual Meeting Program Committee, HRX Production Team, Communications Committee, Ethics Committee, and Chairs of the clinical guidelines.

Purpose

To oversee the development and endorsement of clinical guidelines (i.e., clinical practice guidelines and expert consensus statements) relevant to the needs of heart rhythm professionals.

Responsibilities

- Oversee the process to solicit, identify, and prioritize topics for future clinical guidelines and updates of published guidelines suggested by the HRS membership.

- Facilitate the initial development, revision, and/or endorsement of clinical guidelines, including maintaining and enhancing an effective process and policy manual.
- Maintain proactive communications with the Scientific Documents Committee and other relevant committees (facilitated by HRS staff) on the planning and development of guidelines to ensure comprehensive coverage of topics, efficient use of resources, and effective promotion of publications for maximum impact.
- Review requests for HRS participation in clinical guidelines led by external organizations and make recommendations to the Executive Committee and Board, as appropriate.
- Solicit, review, and recommend nominees for writing committees for Society-led and external-led clinical guidelines.
- Review and make endorsement decisions on clinical guidelines led by external organizations and communicate endorsements to the Board.

Collaborate with the Education Council to develop tools to promote knowledge and implementation of Society clinical guidelines.

Decision-Making Authority

- Establish committee procedures.
- Recommend clinical guideline topics to the Executive Committee and Board.
- Recommend chairs and writing committee members to the Executive Committee and Board for Society-led and external-led partnership clinical guidelines.
- Make decisions on the HRS nominees for writing committees of external-led collaborator clinical guidelines on behalf of the Society.
- Recommend action on partner invitations from external organizations to the Executive Committee and Board.
- Make decisions on collaborator invitations from external organizations on behalf of the Society.
- Make endorsement decisions on external-led clinical guidelines and communicate the endorsement decision to the Board.

Meeting Frequency

Monthly online meetings, with the possibility of face-to-face meetings and/or additional online meetings, as needed.

Estimated Time Commitment

Up to 5 hours per month (dependent on documents workload)

Busiest Times of the Year

The estimated time commitment is greatest during (1) topic identification and prioritization of new and/or update clinical guidelines, (2) currency review of

published clinical guidelines (every 5 years after publication), and (3) peer review and endorsement of internal/external clinical guidelines.

Other

The Clinical Guidelines Committee plays an integral role in the development of HRS clinical guidelines and the endorsement of external-led clinical guidelines. Some assignments require an expedited turnaround time and as such, committee members are expected to respond and complete requests in a timely manner.