

Document Governance

Purpose

The following checklist of considerations is aimed to provide the Committee and Society’s members greater clarity over the process influencing the development of public domain documents endorsed by the Cardiac Society of Australia and New Zealand.

The checklist should serve as a template to be reported to the Quality Standards Committee when reviewing each document and will be used to formulate the governance statement that should accompany each published document.

Document Type

Type	Content
Practice Guideline	Core components must include Literature review; Recommendations with accompanying level of evidence and strength of recommendation statements
Position Statement	Considered statements of good practice, without level of evidence or strength of recommendation statements. Supporting references are highly desirable.
Facility and Training Statements	Statements supported by the specific CSANZ Council

Document Origin

Origin	Function
CSANZ Council (Internal)	New or existing document being reviewed and updated
Co sponsored with NHF	Major practice area document co – sponsored with the National Heart Foundation e.g. ACS/AF/HF/Lipids
External Professional Body	Document developed under the auspices of another professional body seeking endorsement from the CSANZ. <i>Direct involvement by representatives of the CSANZ should be specified. Current policy dictates that CSANZ does not endorse documents it has not been directly involved with from the outset.</i>
Industry – initiated Working Group	Documents that arise out of industry sponsored symposia or expert group meetings. It is unlikely that CSANZ would endorse such a document.

Writing Committee Chair Appointment

The Chair has primary responsibility for BOTH the content and the governance of the document. As such, this role is critical to the final integrity of the document. The accountability of the chair to the relevant Council of the CSANZ should be considered. Confirm chair's appointment by a relevant CSANZ Council, Combined CSANZ/HF process for major guidelines or external processes

Writing Group and Terms of Reference

The Chair is responsible for the terms of reference of the writing group. A brief description of each member's area of expertise should be provided to ensure inclusion of appropriate representation from relevant stakeholder groups (i.e. Procedurals/Non – Proceduralists, sub speciality experts and generalists, nursing and allied health, consumer). Areas to consider:

- Is a statement of practice/expert area provided?
- Is there a conflict of interest statement from all the authors provided?
- Is external consultation relevant and was it undertaken?

External Peer Review

The Quality Standards Committee may choose at its discretion, to have the document reviewed by external experts. External review can be undertaken if Committee Members feel there is insufficient content review by clinical experts. In such situation, the committee will seek an external expert to review the document in a timely and confidential manner.

Document Timelines

Each document should describe the following:

- Date of Initiation
- Date of Endorsement
- Date of Anticipated Next Review/Update

Statement of Document Governance

If the document is subsequently endorsed by the CSANZ, the above content will be used to generate a "document governance statement" as per below:

This is a (*Practice Guideline/Position Statement/Facilities or Training Statement*) of the Cardiac Society of Australia and New Zealand. Its development was initiated by (*CSANZ/HF/Other*) and the writing group was chaired by (*Assoc/Prof/Dr/Joe P Blogs*) representing the "relevant" Council of the CSANZ. Its contents (have/have not) undergone external consultation and/or external peer review. The following conflict of interest statements have been provided by members of the writing group: JPB Speaker fees (pharmaceuticals, homeopathrus Inc,)...

The Writing of this document was initiated in (*Insert Month and Year*) was endorsed by the CSANZ in and is (*Insert Month and Year*) due for review and update in (*Insert Month and Year*) .