

## Academy Document Approval Process and Timetable for Completion of Guidelines and Strategic Documents

**January 2017**

Action Steps	
1. Strategic Documents chair or subcommittee chairs recommend Academy member as task force chair to the Board.	
2. Academy member accepts position as chair of the task force.	
3. The subcommittee chair who oversees the relevant category* of Strategic Documents contacts task force chair to review purpose of document.	
4. A timetable for completion is agreed upon (i.e., no more than 3 years from task force creation, with consistent measurable progress).  It is critical for steady work and progress to occur as strategic documents are developed. Thus, the task force chair is charged with the responsibility of ensuring that the task force has a work plan and time line for development of documents. When requested by subcommittee chairs, quarterly reports, as well as other task force information, must be received by stated deadlines. Failure to maintain steady progress on the document, as well as lack of communication with the Strategic Documents Committee and Subcommittee chairs and the board, jeopardizes the much-needed development of position statements, practice guidelines, and other strategic documents for the Academy.  The board may resort to appointment of a new task force chair if significant progress and communication cannot be provided.	
5. Task force chair is instructed to include each of the following in the document (as headings, statements, paragraphs, etc.): relationship to scope of practice; citations supporting evidence-based practices; outcomes related to information sharing with patients, caregivers, professionals, and pertinent parties; i.e., the degree to which receivers of information understand the content and implications the quality of communication, etc.; the audiologist's role as part of a multidisciplinary team; cultural diversity; regulatory implications; research implications, and ethics.	
6. Chair of task force selects task force members and provides names of members to the relevant subcommittee chair, to the chair of the Strategic Documents Committee, and to the staff liaison.	
7. a. Completion of initial document by task force. b. Task force chair, subcommittee chair, board liaison, and staff liaison identify other Academy committees or subcommittees that should be consulted in the review process (e.g., coding and reimbursement, education, ethics, etc.). This review, if necessary, should be conducted and concluded before submission to the board. c. This document is then submitted to the relevant subcommittee chair and to the chair of the Strategic Documents Committee. The latter, after consultation with the subcommittee chair, distributes the document to the board. The title must identify the type of document (as noted above), include all committee members' names with the chair noted, and a recommended review date.	
8. The document is reviewed by the Board.	
9. Permission is granted by the Board to begin the review process.	
10. Chair of the task force sends the document for select peer review to no less than 3 reviewers.	
11. Reviewers' comments are considered and appropriate edits are made to the document by members of the task force, then incorporated into the document by the task force prior to widespread peer review.	
12. Revised document is forwarded to the subcommittee chair, and the chair of Strategic Documents Committee. The latter, after consultation with the Subcommittee Chair, forwards the document to the Academy sr. director of communications/executive editor of <i>Audiology Today</i> .	
13. Sr. director of communications publishes an announcement of the widespread peer review in the next available and applicable issue of <i>Audiology Today</i> and <i>e-newsletter</i> , and on the Web site.	

<p>14. When publishing on the Academy Web site, the sr. director of communications posts the document (for at least one month) under the appropriate content category. The director's phone number and email is made available so members can request print copies directly from the director. The email address of the task force chair's email is also made available so that comments can be directed to him/her.</p>	
<p>15. After at least one month (30 days) of widespread review, all comments received from the membership are considered in the preparation/editing of the final document.</p>	
<p>16. The final document is emailed to the subcommittee chair, then to the chair of Strategic Documents, who emails copies to the entire board for review (or this can be presented in the Board Book). The Board votes to either accept/decline the final document.</p>	
<p>17. A negative vote would result in returning the document to the chair of the task force with the comments from the Board for review/editing.</p>	
<p>18. A positive vote results in the document being published via the Academy's media outlets and what is most appropriate for that particular document. Announcement of the publication will be made via the Web site, <i>AT E-News</i>, and <i>Audiology Today</i>.</p>	
<p>19. Should the task force wish to pursue publication of the research completed in preparation of the strategic document, the task force must seek publication first in the Academy's journal or magazine.</p>	