



Terms of Reference for the Canadian Clinical Practice Guidelines Committee

Conflict of Interest

As with any Guideline process, it is important that members make transparent their potential conflicts of interest. At the beginning of the term, committee members will be asked to sign a form disclosing their potential conflicts of interests which will be a public document.

Duties and Responsibilities

1) Reviewing Articles

We systematically search and screen the published medical literature looking for articles relevant to critical care nutrition and that meet the inclusion criteria for our clinical practice guidelines (CPG) process. When such new articles emerge in the literature, we need to have two people, independently, review the study, determine whether it is eligible and if so, abstract data on methodological quality and outcomes. It is expected that this will take no more than 0.5 hours per article to do and that a member, on average would get between 3-6 articles per year. We will provide written instructions on how to abstract the information and definitions of the scoring systems to ensure that all panel members are abstracting in a consistent fashion.

2) Participating in Committee meetings to update CPGs

Periodically, we will meet either in person or by phone, to review new papers, the abstracted methods and outcomes data, and the updated meta-analysis (if applicable) to determine if existing guidelines need to be updated or new guidelines need to be generated. We expect this to occur at least once per year (depends on the volume of new material).

3) Participating in E-journal

We have introduced a new feature to our website. New articles that meet our inclusion criteria will be posted on our website so readers will be aware of the existence of the new emerging literature. From these RCTs and important 'other' types of studies, we want to create an electronic journal club where the article gets posted alongside a concise editorial review or clinical commentary. The bottom line of these reviews will be to comment on whether the information contained in this paper will change your practice (or should lead to a change in the CPGs). This feature will allow for readers to add the commentary and post it to the website for others to view as well. We hope this new feature will add value to our website. In conjunction with Task #1, on occasion, we may ask you to write a brief editorial on the paper you have just reviewed for us to post publicly on our website. We envision that this assignment is citable on your curriculum vitae.

4) Participating in our Knowledge Translation Activities

From time to time, we will be developing new strategies to implement our CPGs. As we develop tools, documents, or research protocols, we will ask you to comment or provide feedback on these documents either by email, teleconference, or face to face meetings.



**Critical Care
Nutrition**

External vs. Internal Members

The Canadian CPGs are official products of various Canadian Societies and as such, internal members are Canadians working in the field of critical care nutrition. However, we benefit greatly for input and collaboration with other outside of Canada. These associates are called 'External Members' and have the same responsibilities (and privileges!) as Internal Members except that they do not contribute to the final decisions regarding the guideline recommendations. Some external members may be in potential conflicts of interest, because they work for Industry or are part of another Society's guidelines. We want to enable these valued members to be a part of our process of article review and guideline implementation without having them unduly influence the content.

Duration of service

We plan to reassess membership every 2-3 years.