

**Canadian Association of Gastroenterology
Clinical Practice Guideline Committee
Clinical Affairs**

**Terms of Reference
Feb 28, 2024**

Mission:

The mission of the Clinical Practice Guideline Committee for the Canadian Association of Gastroenterology is to enhance patient outcomes by developing and disseminating evidence-based guidelines that provide clinicians with recommendations and best practices for the diagnosis and management of gastrointestinal diseases and conditions.

Vision:

The vision of the Clinical Practice Guideline Committee for the Canadian Association of Gastroenterology is to be a leading authority in developing and disseminating evidence-based guidelines that drive excellence in gastroenterology practice and ultimately improve patient outcomes.

Values:

The Clinical Practice Guideline Committee for the Canadian Association of Gastroenterology is committed to upholding the following core values:

1. Excellence: We are dedicated to producing guidelines of the highest quality that are evidence-based, clinically relevant, and reflective of best practices in gastroenterology.
2. Rigour: We uphold the principles of the GRADE methodology to ensure that our guidelines are developed through a systematic, transparent, and rigorous process that includes the comprehensive evaluation of the quality of evidence, consideration of patient values and preferences, and the integration of expert judgment to inform our recommendations.
3. Collaboration: We value open communication, teamwork, and partnerships with experts in the field, healthcare providers, patient advocates, and stakeholders to ensure that our guidelines reflect a diversity of perspectives and expertise.
4. Integrity: We uphold the highest standards of ethics and transparency in our guideline development process, ensuring that our recommendations are objective, unbiased, and free from conflicts of interest.
5. Continuous Improvement: We embrace a culture of learning, innovation, and continuous quality improvement to ensure that our guidelines remain current, relevant, and responsive to the evolving landscape of gastroenterology practice

Purpose:

The Clinical Practice Guideline Committee is responsible for developing evidence-based clinical practice guidelines to guide healthcare providers in the diagnosis, management, and treatment of gastrointestinal disorders.

Membership:

The Clinical Practice Guideline Committee for the Canadian Association of Gastroenterology is structured to reflect a multidisciplinary approach and includes members with expertise in gastroenterology, methodologists trained in the GRADE methodology, and representatives from relevant stakeholder groups.

The Committee is organized as follows (15 members, excluding the Chair and co-chair):

Chair (1): The Chair provides leadership and oversight of the Committee's activities, including guiding the development of guidelines, facilitating communication and collaboration among members, and ensuring adherence to established processes and timelines. The Chair of this Committee is the **Practice Affairs Chair**, who is responsible for the guideline development process for the Canadian Association of Gastroenterology. The term of appointment is for a period of three to six years, which coincides with the term of appointment of the Practice Affairs Chair.

Co-Chair (1): The Co-Chair supports the Chair in their responsibilities and may assume leadership duties in the absence of the Chair. They work closely with the Chair to coordinate the Committee's efforts and promote a collaborative and inclusive decision-making process. The Co-Chair of this Committee is the **VP of Clinical Affairs**. The term of appointment is for a period of three to six years, which coincides with the term of appointment of the VP of Clinical Affairs.

Guideline Methodologists (8-10): The Committee includes methodologists with expertise in the GRADE methodology who are responsible for leading the systematic review of evidence, assessing the quality of evidence, and contributing to the formulation of recommendations using the GRADE approach. The guideline methodologists will hold **permanent positions on the Clinical Practice Guideline Committee** for the Canadian Association of Gastroenterology (CAG), reflecting the significant investment made by CAG in their training, expertise, and experience. By granting permanent membership to the guideline methodologists, we acknowledge their ongoing commitment to excellence and quality in guideline development and signify our continued support for their essential contributions to the advancement of gastroenterology practice. Guideline methodologists will be invited to all Clinical Affairs meetings as guideline development is an important pillar of CAG Clinical Affairs. President-elect and President, if they also serve as guideline methodologists, will be exempt from Clinical Affairs meetings.

Clinical advisors (3): The Committee comprises gastroenterologists and healthcare providers with clinical expertise in gastroenterology and hepatology who contribute their knowledge, experience, and insights to the development of guidelines. They help identify, prioritize, and select topics for guideline development based on clinical need, effect on mortality and morbidity, cost, and variations in current practice. Individuals will be considered based on prior guideline work, knowledge of GRADE in guideline development, and geographic representation. Clinical Advisors will serve a 3-year term.

Trainees (2): The Clinical Practice Guideline Committee for the Canadian Association of Gastroenterology recognizes the importance of nurturing future leaders in gastroenterology and promoting the advancement of guideline development. By involving trainees in the Committee, we aim to foster their interest in guideline development, enhance their understanding of the methodology and principles underlying evidence-based practice, and instill in them a commitment to delivering high-quality, patient-centered care in the field of gastroenterology. Trainees will serve a 2-year term.

Responsibilities:

The Committee's scope includes:

- Conducting regular assessments of the need for new guidelines and updates to existing guidelines every 3-5 years
- Selecting topics for guideline development based on relevance, impact, and need
- Ensuring that guidelines adhere to the GRADE methodology and CAG policies on the Development of Clinical Practice Guidelines and Conflict of Interests
- Monitoring and evaluating the implementation and impact of guidelines on clinical practice and patient outcomes.
- Reviewing guidelines from other GI societies for endorsement
- Collaborating with other GI societies for guideline development
- Selecting guideline committee members

Governance:

The Committee reports to Clinical Affairs of the Canadian Association of Gastroenterology and collaborates with other committees and working groups as needed.

Meetings:

The Committee meets twice per year, one during or before CDDW and one during or before the Fall Forum, to discuss ongoing guideline development projects, review progress, address any issues or challenges, and plan future activities.

Decision-Making Process:

Decisions are made through consensus among Committee members, with input from relevant experts and stakeholders as necessary. The final approval decision lies with the Chair and Co-Chair of the guideline committee.

Review and Revision:

These Terms of Reference are subject to periodic review and revision by the Committee to ensure alignment with the goals and objectives of the Canadian Association of Gastroenterology and the evolving landscape of gastroenterology practice. Clinical Affairs must approve any proposed revisions.

Drafted by: Frances Tse (Practice Affairs Chair)

Approved by: Grigorios Leontiadis (VP of Clinical Affairs) and Frances Tse (Practice Affairs Chair)

Committee members participated in the drafting of terms: Nauzer Forbes (incoming Practice Affairs Chair), Matthew Carroll (guideline methodologist), Paul Moayyedi (guideline methodologist)