



WORLD FEDERATION OF CRITICAL CARE

POLICY AND PROCEDURE FOR DECLARATION/GUIDELINE/POSITION STATEMENT REVIEW PROCESS

For the purposes of this policy, Declaration/Guideline/Position Statement will all be called Declaration

Timeline

All Declarations will be reviewed every 2 to 5 years on a rotational basis

Responsible Person

- The Vice President (VP) will be responsible for the initiation, coordination, and oversight of which declarations need review.
- The VP may delegate the lead coordination to other individuals if multiple declarations are due for review at once.

Engagement Process

- Declaration will be identified as needed to be reviewed
- Responsibility of point person will be assigned by the VP following the process above
- Call out to full members for participation will occur through the Secretary and interested parties will be forwarded to the VP
- Call out to all Ambassadors will occur to request participation
- Designated Point person will initiate contact with the interested parties for the given Declaration to coordinate a GoToMeeting call to discuss the planned process/timeline/author expectations

Draft Creation Process

- Current declaration will be reviewed by participating parties with potential gaps identified
- Simultaneously, an email call will go out from the secretary to all full, associate, and individual members to request already created documents from their organizations that they feel might apply
- A rough outline (that may follow the previous outline) will be created and subsection authors will be assigned
- Subsection authors will be responsible for reviewing the current literature and collected documents from the membership that apply to their section
- Declaration participants will establish writing timelines amongst the group
- Drafts from all sections will be reviewed by all assigned to the individual, declaration review committee
- All participating member organizations or ambassadors supporting the writing process will be listed in an authorship section in the document

Approval Process

- Once a draft has been completed to the satisfaction of the writing group, it will be forwarded to the Board of Directors (BOD) for their review. Identified changes will be sent back to the writing group to make any additional changes with re-review by the BOD prn
- An email version will be distributed to the full members for their input and endorsement of the document. Any suggested changes will be completed by the writing group prn
- The revised Declaration will be presented as a podium presentation to all in attendance at the closest annual meeting to allow any additional verbal feedback on possible changes to be considered. If warranted, additional changes will be completed by the writing group.

Distribution/Publication Process

- Once the final version is approved, a Press Release will be created by the Communication/Media Team and distributed to all full, associate, individual members by the Secretary. Writing team and Full member endorsing organizations will be recognized
- Finalized Declaration will be uploaded to the website by the Communication/Media Team