

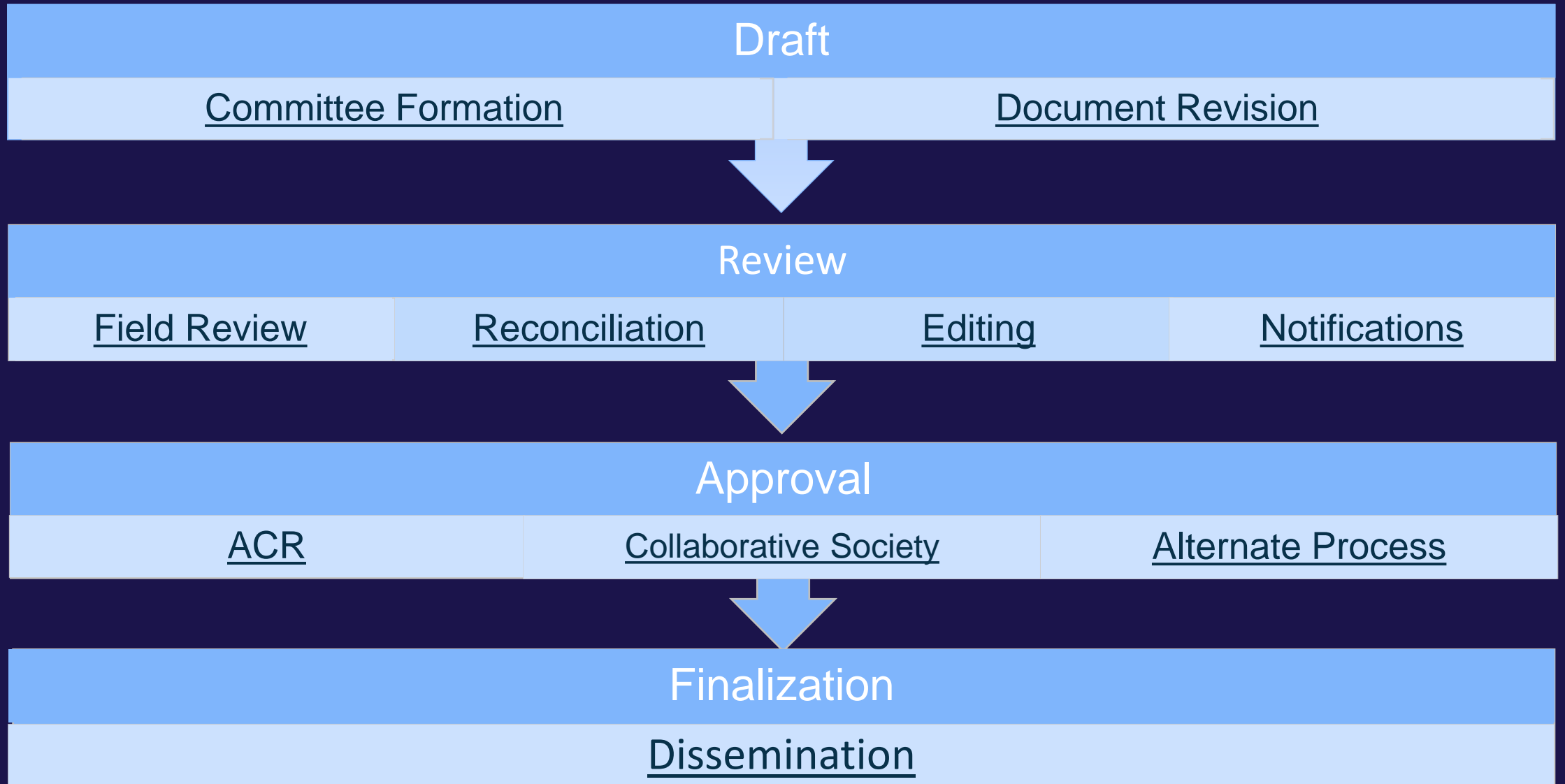


American College
of Radiology™

ACR Practice Parameters and Technical Standards

Document Development Timeline

Process





Draft

Writing Committee Formation

- ACR PP/TS Committee identifies document, lead author and collaborating societies (October)
- Additional ACR members identified (December)
- Collaborative Society invitations (January)
- Writing Committee finalized (January)

Draft Document



- Creation of Draft Template and committee formation (October – December)
- Document Assessment (January - February)
 - Determine which sections and references need updates
- Literature Search (January)
 - update references
- Revisions (March – July)
 - Iterative updating of the document by the writing committee



Review

Field Review

- Open comment* period for ACR membership and collaborative societies through their staff contact
- Documents posted on ACR website (*login required*)
- All documents available for six weeks (starting in August)

*Commenters should provide suggested language for changes to be incorporated into a document.



Review Reconciliation

- Field review comments are collated by staff at the conclusion of the field review cycle
- Comment reconciliation is facilitated by an ACR Council Steering Committee (CSC) member
- Substantive comments resolved by conference call with the writing committee



Review

Professional Editing

- Documents are proofed and sent to professional editing (November – January)
 - Documents adhere to JACR publication format, stylistic changes may not be incorporated
- All changes are retained in the version to be presented at the annual meeting

A clean version of the document is not available until after the vote at the Annual Meeting



Review Notifications

- ACR Board of Chancellors notification (January)
 - Documents to be presented at the ACR Annual Meeting
- Collaborative Society notification (February)
 - Draft for approval circulated to collaborative societies for review
 - Formal Acknowledgement form required from Collaborative Society
- Annual Meeting Draft* posted to ACR website under meeting materials (March)
 - *Documents that follow the non-Council process do not get posted with Annual Meeting

Materials



Approval ACR Council Process

Documents that are presented to Council

- Electronic Amendments
 - When substantive, comments may be submitted by ACR members or society representatives attending the annual meeting
 - All comments must be written and voiced publically during Council open session
 - Editorial comments should not be presented at Council and can be made by contacting ACR staff
- Formal vote by the ACR Council
 - Adopt, Adopt as amended, Not adopt, Refer to BOC



Approval Collaborative Society Process

- After ACR Council approval (April/May)
- Collaborative society receives final copy of document and detailed list of amendments from Annual Meeting (June)
 - Document of changes from acknowledgement draft to final draft
- Signed approval form from Societies are due to ACR (July)
 - Approval form required for society to be listed on final document



Approval Non-Council Approval Process

ACR PP/TS Documents that follow one of two expedited processes:

1. Collaborative with RO societies only (Adopted 2010 Resolution 8)

OR

2. Collaborative with AAPM only (Adopted 2015 Resolution 54)

Formal vote by Leadership

- Collaborative society/societies approval
- Sponsoring commission approval (RO and/or Medical Physics)
- Council Steering Committee
- BOC



Finalization Dissemination

- Final documents posted to ACR website
 - Documents are posted after all society approvals are received
- Council Process documents
 - Effective October 1st of annual meeting year
- Non-Council Process
 - Effective 60 calendar days after first of the month following approval

Timeline- 24 Month Process



ACR Meeting Approval YEAR	Start YEAR	Start MONTH	Months to Complete	PERIOD CATEGORY	PHASE
	2022	October	OCT-DEC	Admin	Phase 0: Form Collaborative Committees (Ad hoc); Staff prepare Drafts
	2023	January	JAN-JUL	Draft/Revise	Phase 1: Draft and Revise Documents Writing Committee
	2023	August	AUG-SEPT	Review	Phase 2: Field Review (All ACR members/ Collaborative Society review)
2024	2023	October	OCT-JAN	Review	Phase 3: Comment Reconciliation (CSC-led reconciliation process)
	2024	January	JAN	Review	Phase 4: Informing the Leadership (document editing)
	2024	February	FEB	Admin	Phase 5: Finalizing Parameters/Standards, Staff prepare Resolutions
	2024	March	MAR-APR	Approval	Phase 6: Approving Parameters/Standards at ACR Annual Meeting
	2024	May	MAY/JUN-OCT	Finalize	Phase 7: Disseminating Parameters/Standards

Thank you!



Practice Parameters Contacts

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 - Practice Parameters and Technical Standards



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