ERS Clinical Practice Guidelines: Milestones

Month 1
- Kick-off TC with Guidelines Director, ERS methodologist, ERS Staff
- Preliminary panel is finalised

Month 2
- DOI and CA form collected (ERS Office in charge, with support of TF Chairs)
- Method kick-off call
- Full Panel first call

Month 3
- Scope of the document is clearly defined
- PICO and narrative questions complete and submitted for approval
- DOI management Plan submitted
- People who will perform the systematic reviews/grading are contacted

Submission of the list of question and of the DOI management plan at end of month 3 is a requirement for ERS Clinical Practice Guideline. Failure to provide such documents on time may lead to cancellation of the task force.

Months 4-5
- Subgroups and subgroup leaders to work on each question are decided
- Importance of outcomes is assessed
- Planning on systematic reviews (who will perform the searches; inclusion and exclusion criteria; database to be used etc)
- Systematic literature searches are performed

Month 6
- Screening of identified studies and final decisions on inclusion (this step should at least be started by end of month 6)

6-month report - Evaluation by ERS Office and Guidelines Director that the above steps are completed

Months 7-8
- Screening of identified studies and final decisions on inclusion complete

Months 9-12
- Evidence syntheses are performed and GRADEing is finalised
- Writing template is circulated (e.g., with the guideline main sections such as introduction and other narrative sections, methods, framed PICO questions)
Month 13-17
- Evidence to Decisions process
  - Balance of benefits & inconveniences
  - Other factors considerations (costs, feasibility, values and preferences, acceptability, others)
- Subgroups prepare a first draft for their PICO question(s)

Month 18
- Comments on draft
- Recommendations are discussed and agreed upon in a recommendations meeting

18-month report- Evaluation by ERS Office and Guidelines Director that the above steps are completed

Month 19
- Identification of any relevant literature published since last search and incorporation of papers, if necessary

Months 20-23
- Final draft preparation and circulation

Month 24
- Submission to ERS Guidelines Director for preliminary check