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Date Proposed: January 10, 2007  
Effective Date: February 20, 2007  
Reviewed: December 7, 2010  
Approval Date: January 19, 2011  
Revision: February 2016

## **PURPOSE:**

The following provides a standard system for reviewing external guidelines in order to determine if the guidelines have been developed using a systematic evidence analysis process. Guidelines that meet the following methodological criteria may be used in the Evidence Analysis Library (EAL<sup>®</sup>) to enhance Evidence-Based Nutrition Practice Guidelines, used to enhance other Academy of Nutrition and Dietetics resources and/or considered for association approval.

The Evidence Analysis Center (EAC) may receive a proposal to review external guidelines from the following sources:

- a. Evidence Analysis Workgroups
  - i. The expert workgroup may identify external guidelines on relevant topics that could be appropriate for inclusion in the ACADEMY guideline.
- b. Other ACADEMY Organizational Units (e.g., committees)
  - ii. Other ACADEMY units may want to evaluate the quality of external guidelines for citing or using in various resources.
- c. External Organizations
  - iii. External organizations may seek association review by ACADEMY for guidelines. Proposals may come to the committee directly or through other ACADEMY units (e.g., House Leadership Team; Diversity, Alliances & International Relations staff). It is important to note that the Academy does not endorse external guidelines.

## **I. REVIEW OF GUIDELINE METHODOLOGY**

- A. The review of the external guidelines will focus solely on the methodology used in the development of the guidelines. The review process will be the same independent of the source of the proposal.
- B. ACADEMY Staff will review the external guideline methodology and prepare a summary. The summary will include the following criteria (criteria adapted from the National Guidelines Clearinghouse Criteria for Inclusion of Clinical Practice Guidelines <http://www.guideline.gov/about/inclusion-criteria.aspx> (Accessed: January 22, 2016):
  - a. Contains systematically developed statements including recommendations intended to optimize patient/client care and assist health care practitioners and patients/clients to make decisions about appropriate health care for specific practice circumstances

- b. Produced under the auspices of a health care specialty association; relevant professional society; public or private organization; government agency at the Federal, State, or local level; or health care organization or plan,
- c. Based on a systematic review of evidence as demonstrated by documentation of each of the following features in the practice guideline or its supporting documents:
  - 1. An explicit statement that the practice guideline was based on a systematic review†
  - 2. A thorough description of the search strategy
  - 3. A description of study selection that includes the number of studies identified, the number of studies included, and a summary of inclusion and exclusion criteria.
  - 4. A synthesis of evidence from the selected studies, e.g., a detailed description or evidence tables.
  - 5. A summary of the evidence synthesis that relates the evidence to the recommendations, e.g., a descriptive summary or summary tables.
- d. Contain an assessment of the benefits and harms of recommended care and alternative care options.
- e. Is the most recent version published. The guideline must have been developed, reviewed, or revised within the past five years.

## II. APPROVAL & DOCUMENTATION

- A. The EAC will be provided with access to the guidelines in full and the summary of the methodology, and will use this information for determining whether guidelines satisfy methodological criteria.
- B. Guidelines approved for use in the EAL will be cited under “Reference not graded in the Academy’s Evidence Analysis Process”.

## III. NOTIFICATION:

- A. Evidence Analysis Workgroups:

The workgroup will be notified by staff as to whether the external guideline meets criteria for use in the EAL®.
- B. Other ACADEMY Organizational Units:

The EAC will provide the Academy organizational unit a summary of the methodological evaluation of the external guideline.
- C. External Organizations:

The EAC will provide the Academy organizational unit a summary of the methodological evaluation of the external guideline.