

Academy of Neurologic Physical Therapy Clinical Practice Guideline Endorsement Policy

A clinical practice guideline (CPG) includes graded recommendations on best practice for a specific condition or clinical question based on the systematic examination and evaluation of the quality of the scientific literature. The **Academy of Neurologic Physical Therapy (ANPT)** acknowledges that many organizations are producing high quality clinical practice guidelines that would benefit the membership of the ANPT. The ANPT is committed to systematically evaluating these documents and disseminating appropriate documents to its membership. This policy seeks to provide tiered levels of ANPT endorsement of these products. The primary criteria the ANPT uses to assess CPG's submitted for endorsement is the quality of the process used to develop the document. This includes an assessment of the use of evidence vs. consensus and the appropriate linkage of evidence to recommendations.

These documents are defined by a stringent methodology and formal process for development, although variation can exist all must meet standard criteria. CPGs can be identified by an individual, APTA Section/Academy, or external organization for potential endorsement by ANPT. The CPG endorsement process will involve the: Evidence Based Practice Committee, Director of Practice and selected reviewers who are subject matter experts that would appraise the CPG using the AGREE II (Appraisal of Guidelines for Research and Evaluation Instrument) tool. This group would submit a recommendation related to endorsement to the ANPT Board of Directors for final approval.

ANPT encourages other organizations to inform ANPT of their intent to request endorsement as early in the process of developing the guideline as possible. Although ANPT endorsement does not require ANPT input into the guideline, the likelihood of endorsement is greatly increased by ANPT's involvement in, and knowledge of, the development of the guideline.

Upon receipt of a request for endorsement, ANPT will undertake a screening review by its Evidence Based Practice (EBP) Committee. If deemed to be warranted, for further review, the committee will seek input from ANPT members with subject matter expertise in the topic of the CPG prior to initiating the review and approval process through the EBP Committee and the ANPT Board of Directors. It requires a minimum of one to two months for the ANPT to approve clinical practice guidelines for endorsement. Documents submitted for ANPT endorsement should be sent to info@neuropt.org.

Step 1: Evidence Based Documents Committee performs policy and administrative review in order to:

- Ensure consistency with ANPT policies
- Ensure the guideline is available for free access
- Ensure the guideline is less than 5 years old

If the CPG meets these criteria, the CPG moves to the next step:

Step 2: Evidence Based Documents Committee or their designees perform a scientific review to ensure that the guideline is of high quality

- At least 2 members of the EBD Committee or designees who are subject matter experts (SME's), who do not have conflicts of interest, will review the CPG using a standardized critical appraisal tool (such as the AGREE II tool) to assess the methodological rigor and transparency with which a guideline was developed. SME's will undergo online training on the use of the AGREE II tool prior to completing their review.
- The reviewers will use the results from the CPG critical appraisal tool to determine whether the CPG should be endorsed. Both externally developed and internally developed CPGs will undergo the above process.
- The EBD Committee will prepare a report for the ANPT Board of Directors with a recommendation related to the endorsement. AGREE II results will be shared with the Board to support the recommendation by the EBD Committee but do not need to be shared with the submitting guideline development group.

Step 3: ANPT's Board of Directors reviews the report to ensure that the CPG review process outlined above has been followed.

- The Board of Directors accept or reject the report
- If the CPG successfully meets all criteria for endorsement, formal notification with the ANPT President's signature will be sent to the organization or individual that requested endorsement. This notification will be archived as an official statement from ANPT.
- If the CPG does not meet all criteria for endorsement, formal notification with the ANPT President's signature will be sent to the organization or individual that requested endorsement with a rationale for non-endorsement. This notification will be archived as an official statement from ANPT.

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Acceptability	Level of Endorsement	Situations	Presentation/Dissemination
Fully meets ANPT standards; ANP can endorse all of the statements. The process used to develop the document is substantially equivalent to the process the ANPT uses to develop evidence based documents.	Official ANPT Endorsement.	1) ANPT was a full partner in development of the document	May bear ANPT logo; may be published in <i>JNPT</i> as official ANPT policy. If article is published in <i>JNPT</i> and in journals of collaborating organizations, publication should occur simultaneously. Following peer-review and acceptance for publication in <i>JNPT</i> , Open Access charges waived by the <i>JNPT</i> publisher, ANPT covers cost of page charges.
		2) ANPT provided an official representative to the development of the document	May bear ANPT logo; ANPT may disseminate the document to its members with the permission of the primary organization. ANPT may request permission to publish all, a portion of or a summary of the document on the ANPT website after publication of the article by the primary organization. Following peer-review and acceptance for publication in <i>JNPT</i> , Open Access charges waived by the <i>JNPT</i> publisher, sponsoring organization covers cost of page charges.
		3) ANPT was not officially involved in the development of the document	May bear ANPT logo; ANPT may disseminate the document with the permission of the primary organization. ANPT may request permission to publish all, a portion or a summary of the document on the ANPT website after publication of the article by the primary organization. Open Access and page charges paid by sponsoring organization.
Either does not fully meet ANPT endorsement standards, or ANPT cannot endorse all of the statements. However, ANPT Leadership (Board and Evidence Based Documents Committee) determines	Affirmation of Value to Neurologic Physical Therapists	1) ANPT full partner in development of the document	ANPT may distribute the document to its membership via the ANPT website as an “educational tool”. The document may list the ANPT as an official contributor but not state that the ANPT endorses the document. ANPT logo may not be used. The document <i>may</i> state that the “ANPT Affirms the Value.” If submitted to <i>JNPT</i> , then following peer-review and acceptance for publication in <i>JNPT</i> , Open Access and page charges paid by sponsoring organization.
		2) ANPT provided an official representative to the development of the document	ANPT may distribute the document to its membership via the ANPT website as an “educational tool”. The document may state that the ANPT provided a representative to the development of the document, but may not state that the ANPT endorses the document. The document <i>may</i> state that the “ANPT Affirms the Value.” ANPT logo may not be used. If submitted to

it is of benefit to the membership.			<i>JNPT</i> , then following peer-review and acceptance for publication, Open Access and page charges paid by sponsoring organization.
		3) ANPT not officially involved in the development of the document	ANPT may distribute the document to its membership via the ANPT website as an “educational tool”. The document may not state that ANPT endorses the document. The document <i>may</i> state that the “ANPT Affirms the Value.”; ANPT logo may not be used. If submitted to <i>JNPT</i> , then following peer-review and acceptance for publication, Open Access and page charges paid by sponsoring organization.

- **No endorsement** - Does not meet ANPT standards; not felt to be of benefit to the membership of the ANPT. Whether ANPT was a full partner in development of the document, or ANPT provided an official representative to the development of the document, or ANPT was not officially involved in the development of the document:
 - ANPT logo may not be used. ANPT will not disseminate the document to its membership. The document may not state that the ANPT endorses the document.

Clinical practice guidelines, practice advisories, systematic reviews and other guidance published, endorsed, or affirmed by the Academy of Neurologic Physical Therapy and its affiliates are assessments of current scientific and clinical information provided as an educational service. The information: 1) should not be considered inclusive of all proper treatments, methods of care, or as a statement of the standard of care; 2) is not continually updated and may not reflect the most recent evidence (new evidence may emerge between the time information is developed and when it is published or read); 3) addresses only the question(s) specifically identified; 4) does not mandate any particular course of medical care; and 5) is not intended to substitute for the independent professional judgment of the treating provider, as the information does not account for individual variation among patients. In all cases, the selected course of action should be considered by the treating provider in the context of treating the individual patient. Use of the information is voluntary. ANPT provides this information on an “as is” basis, and makes no warranty, expressed or implied, regarding the information. ANPT specifically disclaims any warranties of merchantability or fitness for a particular use or purpose. ANPT assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of this information or for any errors or omissions.