ACRM AMERICAN CONGRESS OF REHABILITATION MEDICINE

Improving lives through interdisciplinary rehabilitation research

Systematic Review Project Development Plan Worksheet
ACRM Evidence and Practice Committee

1. **Working Title**

2. **Investigators / Team**

3. **Systematic Review (SR) / Practice Guideline (PG) Development Process Used**
   - ☐ AAN – AAN Guideline Development Process Manual (most recent)
   - ☐ GRADE – Grades of Recommendation, Assessment, Development, and Evaluation Criteria
   - ☐ AHRQ – Agency for Healthcare Research and Quality: Quality Criteria To Evaluate Nontherapeutic Studies of Incidence, Prevalence, or Risk Factors of Chronic Diseases
   - ☐ Other – Please provide below the name and rationale for use of the selected SR/PG system

   Name:
   Rationale:

4. **Background and Clinical Question Development**

   a) Background/introduction

   b) Problem/issue to be addressed:

   c) To what patient population does this apply?

   d) What is the topic to be reviewed, i.e., therapy, test, risk/prognostic factor(s), or measurement?

   e) What are the outcomes of interest?

5. **Criteria for Main Literature Search** (for some topics, it may also be necessary to read references and contact authors)

   a. Key Text words and Index words for the condition or closely related conditions, if appropriate (linked by the word "OR")

   b. Key Text words and Index words for the intervention (therapy, test, risk factor(s), measurement) (linked to above by the word "AND"):

   c. Databases to be searched (e.g. MEDLINE, PsychInfo, EMBASE, Current Contents):

   d. Years to be included in the search. Literature basis for guidelines should be definitive for level 1 – 2 evidence. Searches should include all years or at minimum go back to last definitive review. Justification for limitation of years if not “all”.

   e. Languages to be included in the search. Justification for limitation of languages if not “all”.

   f. Chapters, other articles not peer reviewed to be included. Justification for excluding non-peer reviewed materials.

6. Inclusion and Exclusion Criteria:

a. Selected study population: Human Subjects: Y or N

Animal Studies: Y or N

b. Disease / functional / QOL problem in question or closely related diseases to be included:

c. Interventions to be included: Interventions to be excluded:

d. Outcomes to be included: Outcomes to be excluded:

e. Types of studies to be included:

☐RCT ☐Cohort ☐Case Control

☐ Case Series (n must be greater than _____) ☐ Review papers

☐ Meta-analyses

f. Standard exclusion criteria:

- Not relevant to the clinical question
- Unrelated disease
- Outside of study population

g. Additional exclusion criteria:

7. Project Timeline:

- Complete panel formation by _____ (usually takes two to four weeks)
- Literature search _____
- Panel review of abstracts in literature _____
- Panel review of literature including reviewing articles, reference sections of articles to identify additional articles not found in literature search, and synthesizing differences in reviewers' ratings _____
- Data extraction and development of evidence tables _____
- Independent quality review _____
- Drafting the guideline _____
- Goal for submitting first draft to EPC _____

8. Proposed Budget Items:

- Generally limited to total request of $3K-$5K.
- Software–yes, only if it is specialized to the review project.
- Research assistants/associates, librarian expenses—yes, we recommend employing a skilled medical librarian or other person who is experienced in searches, especially complex searches where simple PubMed searches will fail to identify significant important literature.
- Fees for pdfs, lit searches—yes.
- Travel—yes, but limited to partial funding at most for meeting at ACRM annual or MYM to meet with collaborators, e.g., one night hotel, food, and travel for meeting a full day before or after conference.
- Hardware—no.
- Investigator salary—no.