



Guideline Submission Checklist

This checklist may be used as a guide for gathering the information required for submission of guidelines to NGC.

All submissions must include the following information:

Developing/Submitting Organization(s) Identifying Information as follows:

- Developer organization name
- Contact name(s)
- Contact title(s)
- Full address(es)
- Telephone number(s)
- E-mail address(es)

A listing of the titles being submitted for consideration.

Electronic copies of each guideline submitted along with copies of supporting guideline documentation (e.g., systematic review, evidence report, technology assessment). Electronic copies or the URL(s) where they can be accessed.

Completed NGC Copyright Agreement Form (if applicable).

Note: For guidelines in the public domain, no copyright permission is required.

All of the criteria below must be met for a clinical practice guideline to be included in NGC. Guideline developers should be able to demonstrate the following for new and updated guidelines:

The clinical practice guideline contains systematically developed statements including recommendations intended to optimize patient care and assist physicians and/or other health care practitioners and patients to make decisions about appropriate health care for specific clinical circumstances.

The clinical practice guideline was produced under the auspices of a medical specialty association(s); relevant professional society(ies), public or private organization(s), government agency(ies) at the Federal, State, or local level; or health care organization(s) or plan(s). A clinical guideline developed and issued by an individual(s) not officially sponsored or supported by one of the above types of organizations does not meet the inclusion criteria for NGC.

The clinical practice guideline is based on a systematic review of evidence as demonstrated by documentation of each of the following features in the clinical practice guideline or its supporting documents:

- An explicit statement that the clinical practice guideline was based on a systematic review
- A description of the search strategy that includes:
 - A listing of database(s) searched
 - A summary of search terms used
 - The specific time period covered by the literature search including the beginning date (month/year) and end date (month/year)
 - The date(s) when the literature search was done
- A description of the study selection that includes:
 - The number of studies identified
 - The number of studies included
 - A summary of inclusion and exclusion criteria
- A synthesis of evidence from the selected studies (e.g., a detailed description or evidence tables)

- A summary of the evidence synthesis included in the guideline that relates the evidence to the recommendations (e.g., a descriptive summary or summary tables)

The clinical practice guideline and/or its supporting documents must contain an assessment of the benefits and harms of recommended care and alternative care options.

The full text guideline is available in English to the public upon request (for free, or for a fee).

The guideline is current and the most recent version.

The guideline was developed, reviewed, or revised within the last five years as evidenced by the systematic review or detailed description of the methodology.