

American Dietetic Association Evidence Analysis Work Groups

Responsibilities of ADA Expert Work Group Members:

- Develop and prioritize questions for evidence analysis on a specific topic
- Develop inclusion and exclusion criteria for analysis questions
- Review sort lists (article list) on particular questions created by Lead Evidence Analysts
- Review and approve evidence summaries and conclusion statements and assign grades to conclusion statements based on consensus of the workgroup
- Participate in teleconferences (~one or two per month during active phases of the project) and respond to email regarding project

If the particular Evidence Analysis project is planned to become an evidence-based guideline, then work group members have the following additional responsibilities:

- Draft recommendations and recommendation narratives for Evidence-based Guideline as appropriate
- Review, finalize and approve the evidence-based guideline for publication on the EAL
- Provide assistance in development of practitioner tools (toolkits) needed to apply the guidelines, and finalize for publication

Responsibilities of the Work Group Chair:

In addition to all responsibilities of work group members listed above, the WG chair will:

- Assist lead analyst/project manager in planning and facilitating the conference calls and meetings; including assistance in developing brief agendas and leading calls.
- Assist lead analyst/project manager in providing direction in resolving issues, leading consensus decisions and clarifying any minority opinions.
- Collaborate with lead analyst(s)/project manager, workgroup members and staff in development of conclusion statements, recommendations, guideline components and toolkits (as needed).
- As needed, suggest nominations for new workgroup members and collaborate with the workgroup selection committee during selection process.
- In the case that new members are added to an existing group: Contact new members for a brief orientation to the project and review the "Checklist for New Members."

Time Commitment

On average, it is estimated that Work Groups will need 18 months to 2 years to complete their cycle of work from Question Development for Evidence Analysis to approval of an Evidence-Based Guideline and development of practice tools. The time and pace of individual projects will vary depending on a variety of factors including the amount of research available on specific topics, funding, and availability of volunteer analysts.

Appointment to Work Group

In the recent past, ADA Evidence Analysis Expert Work Group members were appointed by ADA's Quality Management Committee. Currently, the Work Group Members and Chair are appointed by the ADA Evidence-Based Practice Committee. The Evidence-Based Practice Committee reviews the nominees' CVs, Disclosure Form and Personal Statement prior to appointing Work Group Members and Chair to confirm that they have expertise in the specific topic area of the work group.

Nominations to serve on Work Group

Nominations to serve on the topic-specific work groups are typically generated from DPGs, Work Group Chairs, other expert work group members, Evidence-based Practice committee members, and ADA Staff.

Required Forms

Following appointment, staff contacts the Work Group Members and Chair and provides them with information and orientation for completing their assigned tasks.

Each Work Group member is required to complete the following forms: copyright release form and permission to use their name on the Contributors section of the EAL.