

SOP for creation of European Dermatology Guidelines

Step	Responsible	Task	Months duration
1	EDF Guidelines Committee (EDF-GC) *	Decision of topic of specific guideline Identification of potential chairperson and subcommittee members.	At EDF meeting
2	EDF Board	Discussion and approval of the choice, and level of guideline (S1, S2 or S3) as well as chairperson	Via round email
3	Chairperson guideline subcommittee	Formation of guideline subcommittee: Nomination of EDF members (50 %) Identification of possible EADV members (25 % of members for the subcommittee) who could work within the subcommittee. Chairman of EDF guideline subcommittee asks EADV president for approval. Finally approval of the chairperson of the subcommittee by the group.	
4	EDF Guidelines Subcommittee (EDF-GSubC)	Development of a business plan (information available at B Schulze, EDF guideline secretariat) Organization of Corporate support for full coverage of planned costs. Corporate support to be transferred by companies to EDF Guidelines Bank account.	
5	EDF Board	Confirmation of business plan and signature of the contract for financial support of guideline	Via round email
6	Chairperson of EDF-GC	Send information on the intended guideline to national dermatological societies	
7	EDF-GSubC	Start of work on the guideline content Identify all existing guidelines for the specific guideline (active process: literature survey plus contact to Dermatological Societies) Select the guidelines with highest quality. Criteria for selection: 1. Availability of strength of evidence 2. Availability of strength of recommendation Evidence of mechanics of literature review (adhere to the recommendations of the Cochrane collaboration. These standards should assure high quality for the systematic literature search as well as for the critical appraisal of the papers. For further information see http://www.cochrane.org/crgprocedures/chapter4/1.htm Identification/nomination of additional EDF members for the EDF-GSubC from amongst the authors of the best guidelines	1
8	EDF-GSubC	Start with literature survey	0,5
9	Chairperson of EDF-GSubC	Consider involvement of other disciplines and patients' organisations	1
10	EDF-GSubC	Meeting 1. to decide the author of the first draft (normally the chairperson of the subcommittee) and to discuss the present guidelines, their strengths and weaknesses 2. Discuss responsibility for chapters of the guideline 3. 6 months later to discuss the draft (consensus conference)	6
11	EDF-GSubC	Circulate draft version for approval among members of the guideline subcommittee	1
12	EDF-GSubC Chairperson EDF guideline committee	Deliver draft version including completed list of conflicts of interests (using the standard form) to EDF guideline committee chairperson, who forwards it to 1. EDF board 2. EDF guideline committee 3. EDF membership including corporate members 4. Board of EADV 5. UEMS dermatology guideline group (President UEMS dermatology and head of guideline committee UEMS)	1

13	Chairperson of EDF-GC	Send guideline for official approval to UEMS (formal approval)	3 weeks
14	Chairperson of EDF-GSubC EDF-GC	Consider proposals concerning the guideline and finalize text. Send final version of EDF board for approval	0,25 (round email)
15	EDF guideline secretariat	Distribute guideline for in advance information to EDF members and National Dermatological Societies	1
16	<ul style="list-style-type: none"> 1. EDF GC/EDF 2. Chairperson of EDF GSubC 3. EDF GC 	<p>Publication</p> <ul style="list-style-type: none"> 1. on the EDF website 2. Chairperson of EDF GSubC suggests a journal for publication to the Chairperson of EDF GC / EDF board which approves the decision. Publication of additional short versions / translations possible after approval by Chairperson of EDF GC 3. EDF Guidelines book 	6

The normal expiry date of a guideline is 3 years after finishing point 16. In well defined exceptions the expiry date may be prolonged up to 5 years.

**** The Guideline Committee consists of the founding members of the EDF guideline work as well as of chairpersons of guidelines subcommittees.***