
GROUND RULES AND RESPONSIBILITIES OF ADA EVIDENCE ANALYSIS WORKGROUP MEMBERS



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ADA appreciates your commitment to the Evidence Analysis Projects. Your responsibilities and expectations as a team member are as follows:

Ground Rules for All Members:

Professional conduct is expected at all times.

- Members are required to remain free from bias in order to avoid conflict of interest as noted in their signed American Dietetic Association (ADA) Conflict Disclosure Statement for Evidence Analysis Library Workgroup Participants. Members are bound by their disclosure statement. An example could include but is not limited to:
 - If a group member has been compensated or employed by an industry that has sponsored research being considered, the member should disclose that as a conflict of interest.
- Regular participation is expected and necessary for timely project completion and quality. A team member is expected to complete assignments including worksheets and reviewing material before workgroup teleconferences.
- Confidentiality is required of project team members. Project processes and results are only disclosed outside the project team members' prevue when materials are published on the EAL.
- Participants may not make statements attributable to ADA.
- When a member must miss a call, he or she is expected to post comments to the discussion forum prior to the call. The comments will be considered by the group during the discussion.
- A quorum of workgroup members is required for grading conclusion statements and rating the recommendations.
- After a teleconference, the call summary will be posted to the discussion forum and all members have one week to post additional comments. If a conclusion statement was graded on the call and no comments are posted, the statement is final and will not be re-considered. If special circumstances occur, the Workgroup Chair and the EAL Director may make an exception.
- Workgroup members must support the published EAL information as noted on their signed ADA Conflict Disclosure Statement for Evidence Analysis Library Workgroup Participants.

Evidence Analysis Workgroup Members

Responsibilities:

- 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.
- Support the work (conclusions, grades, evidence summaries) of the workgroup; if individual workgroup members are unable to agree with these decisions; then it is their responsibility to write a minority opinion/statement.
- Participate in teleconferences (~one or two per month during active phases of the project) and respond to email regarding the project.
- For projects that move to Guideline phase:
 - 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.
- Time commitment: approximately 15 months to 3 years depending on type of project. Workgroup members are appointed to a three-year term or until completion of project when within the three-year timeframe.

Evidence Analysis Workgroup Chair

Responsibilities:

Includes all responsibilities of workgroup members above in addition to:

- 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, and as needed recommendations, guideline components and toolkits.
- 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."
- As needed, contact workgroup members to reaffirm their participation on the workgroup.
- Time commitment: same as workgroup member

Dismissal from a Project

Infringement of these responsibilities, including the following, is a cause of potential dismissal from the workgroup.

- Breach of confidentiality
- Failure to consistently complete work on time
- Missed calls consistently
- Causing a hostile environment within the workgroup