

Society for Neuroscience in Anesthesiology and Critical Care

Policy and Procedures for SNACC-Endorsed Documents

-Final Version-

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I. SNACC-Endorsed Document Types and Definitions

SNACC supports the development of the following document types:

- Clinical Practice Consensus Statements present a consensus opinion of experts on a subject related to perioperative neuroscience and provide recommendations about clinical care. These documents should be prepared based on a review of the literature, and provide an assessment of the quality of the literature, however they do not require a formal systematic review. Typically, these recommendations address a subject area for which there is urgent need, although not sufficient evidence available to develop a clinical practice guideline. Clinical Practice Consensus Statements should be developed by a multinational team with expertise in the subject area.
- Clinical Practice Guidelines present evidence-based recommendations for clinical care, and should be developed by a multinational team with expertise in the subject area and experience in guidelines development, systematic reviews and evaluation of evidence. These documents should rise to a higher level of rigour than Clinical Practice Consensus Statements and should consider including a systematic review of the literature and use of the Grading, Recommendations, Assessment and Evaluation (GRADE) approach to write and grade recommendations.
- Educational Resources provide curriculum guidelines and other educational resources related to neuroanesthesiology and perioperative neuroscience.
- Position Statements present SNACC positions on issues pertaining to policy, research funding, future research / education needs and other initiatives, or other issues relevant to neuroanesthesiology and perioperative neuroscience or SNACC.

All SNACC-endorsed documents will follow a formalized process as outlined in **Appendix A**.

II. Proposal

Submitting a Proposal

All SNACC-endorsed documents must receive approval from the Board of Directors (BOD) prior to preparation. A written proposal (maximum of 1000 words, see **Appendix B**) should be submitted to the SNACC Executive Committee and include the following:

- Document type (see Section I)

- Planned co-endorsement (if applicable)
- Clinical, educational or policy question, goals and objectives
- Chair and Committee membership
- Methodology
- Timeline

Working Group

Development of official SNACC documents is a significant undertaking and requires a substantial amount of time, effort and commitment. SNACC is a multi-national society with a diverse membership in terms of demographics, expertise, interests, perspectives and practice settings. As such, SNACC strongly recommends that working groups created for the development of SNACC-endorsed documents reflect this diversity of perspectives and expertise. Clinical Practice Guidelines should include at least one individual with expertise and experience in systematic reviews and guideline development using the GRADE system. For all working groups, a chair should be designated to coordinate the process, facilitate meetings and communicate with the SNACC BOD.

Approval Process

After submission of the proposal to the SNACC Executive Committee (EC), proposals will undergo an initial review and, if necessary, sent back for modification and resubmission. Following approval by the SNACC EC, the proposal will be sent to the SNACC BOD for review. Once approved by the SNACC BOD, the committee chair will be notified, including any feedback. This approval process will typically take 1 to 2 months depending on the timing of the BOD meetings, at which point work can begin on the project.

Publication Plan

All SNACC-endorsed consensus statements, guidelines, educational resources and policy statements will be published open-access in the *Journal of Neurosurgical Anesthesiology (JNA)*. Following approval of the proposal by the SNACC BOD, the SNACC President will inform the Editor-in-Chief of *JNA* of the proposal, and establish an appropriate timeline to minimize conflicts with publication of other SNACC-endorsed documents. SNACC-endorsed documents do not undergo formal peer review within *JNA*, as the peer-review process is undertaken by the SNACC BOD following feedback from the SNACC membership.

III. Document Development

Timeline and Milestones

With the exception of Clinical Practice Guidelines, all SNACC-endorsed documents should be submitted to the SNACC BOD for approval within one year of proposal approval. Occasionally,

depending on the urgency of the subject, a shorter timeline may be more appropriate and will be clarified by the SNACC EC at the time of approval. Clinical Practice Guidelines should be submitted within two years of approval. The SNACC President-Elect will receive updates from the Committee Chair on milestones during document development (*i.e.* review of the literature, manuscript preparation, etc). The working group chair may request an extension of timeline, pending approval by the SNACC EC

Conflicts of Interest

Any real or perceived conflicts of interest must be disclosed by all committee members at the time of project proposal submission, and annually thereafter. When the final document is distributed to the membership for peer-review, all conflicts of interest must be disclosed clearly on the title page at the beginning of the document, and during the submission process for publication in *JNA*. In addition, all members of the Board of Directors must disclose any relevant conflicts of interest prior to participating in the approval process.

Confidentiality

Working group members must maintain confidentiality of the document until final approval and publication. Any publication of the contents of the document (documents, data, drafts, figures, tables, plans) should be approved by the SNACC BOD prior to publication.

Co-Endorsement from a Related Professional Body

In some cases, additional endorsement from a related professional body (e.g. society) may be sought by the working group to increase exposure and collaboration. In these cases, the publication plan must be clearly defined at the time of proposal submission, as all SNACC-endorsed documents are published in *JNA*. Plans for joint publication will be considered on a case-by-case basis in conjunction with the JNA Editor-in-Chief and the SNACC BOD, and JNA will remain as the primary citable source.

Structure, Word Count and References

Titles of all documents should include the document type and the name of the society, e.g. “A Clinical Practice Consensus Statement from the Society for Neuroscience in Anesthesiology and Critical Care.”

A statement should be included at the beginning of the document stating: ‘This [document type] has been reviewed and approved by the Society for Neuroscience in Anesthesiology and Critical Care (SNACC) Executive Committee and Board of Directors. It has not undergone review by the Editorial Board of the Journal of Neurosurgical Anesthesiology.’

All documents require an unstructured abstract of no more than 250 words, followed by 4 to 6 keywords. After an introduction, the document should include appropriate section and subsection headings. Documents should include a “Document Preparation” section outlining the document development process, including the selection of the writing group, and outline that the document was made available to SNACC members for review and input, and was approved by the SNACC BOD prior to publication. For Clinical Practice Guidelines, the methodology and search strategy should be clearly outlined as well as the GRADE criteria.

Documents should be prepared in accordance with the *JNA* Instructions for Authors for Review Articles; please ensure adherence to recommended layout and document preparation. Documents should be double spaced, line numbered with a maximum of 5000 words, 80 references, and 5 tables or figures. References should be formatted according to the *JNA* instruction for authors, which are available on the *JNA* website (<https://journals.lww.com/jnsa/layouts/15/1033/oaks.journals/informationforauthors.aspx>).

IV. Document Review and Approval

Peer Review and Member Input

Peer review is done through distribution to the SNACC membership, and all SNACC members (including the SNACC BOD) must have the opportunity to review SNACC-endorsed documents prior to publication. After the final draft of the document is submitted, the SNACC EC will authorize distribution to active SNACC members. An email with a link to the draft document will be sent to all active SNACC members with an opportunity to provide feedback, typically over a period of 4 weeks. The EC will also solicit feedback and review from content experts and key opinion leaders in the subject area. Essentially, the review will be provided by (1) active SNACC members (2) SNACC BOD and (3) content experts / key opinion leaders appointed by SNACC EC. All reviews will be collated by the SNACC office and then sent to the chair of the working group.

Final Approval

After obtaining feedback from the membership, the Chair of the working group will submit a final version of the document to the SNACC BOD, accompanied by a detailed summary of the feedback received, and response to the feedback, even if not incorporated in the final document. The SNACC BOD has the discretion to request further revisions from the working group. The SNACC BOD will then approve the final version of the document. The SNACC BOD may request further member review at this stage if the document is substantially modified. After final approval, the SNACC President will provide a letter to the Chair to accompany the submission to *JNA*.

V. Publication

Journal of Neurosurgical Anesthesiology

After final approval from the SNACC BOD, the document should be submitted to *JNA* using the Editorial Manager portal (<https://www.editorialmanager.com/jna/>). The corresponding author will be sent a link which allows access to the ‘SNACC Guidelines/Consensus Statements’ via Editorial Manager. After submission, the Editor-in-Chief will review the document and ensure final editorial oversight, including formatting.

Authorship

SNACC-endorsed documents will list all members of the working group, who must qualify as authors according to the criteria outlined by International Committee of Medical Journal Editors (ICJME) (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>). All authors should have made a substantial contribution to the submitted version of the manuscript, have approved the final version of the manuscript, and be responsible for all aspects of the work including accuracy and integrity.

The Chair of the working group should be the first listed author, followed by the working group members. If applicable, co-chairs will be listed first in alphabetical order. The list of authors should be followed by “on behalf of the Society for Neuroscience in Anesthesiology and Critical Care.” The Chair will serve as the corresponding author of the document and be responsible for all further communication with the Journal during the editorial process.

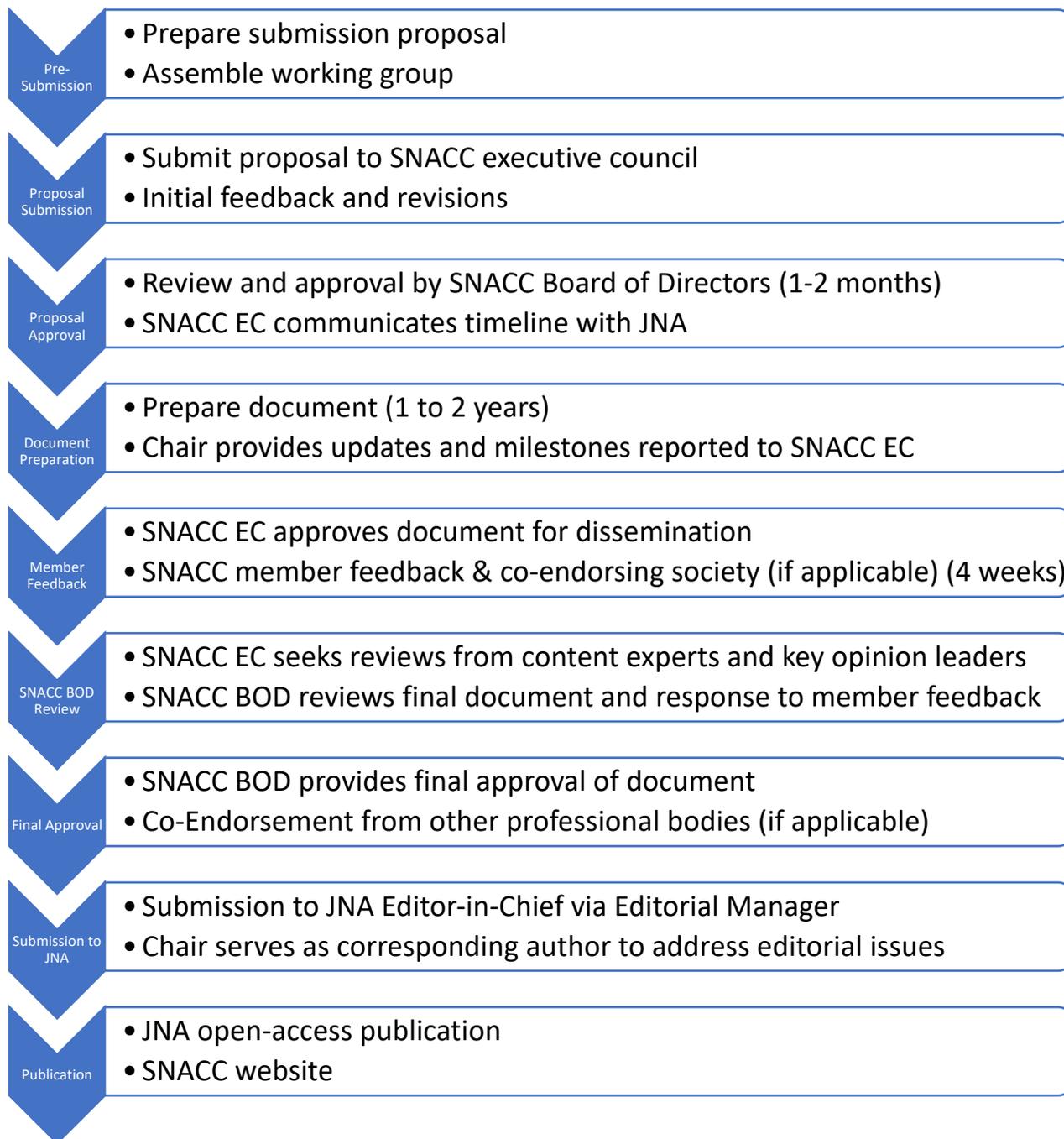
SNACC Website

All SNACC-endorsed documents will be available through open access publication on the *JNA* website, with links provided on the SNACC website (<https://www.snacc.org/guidelines/>).

VI. SNACC Endorsement of External Documents

In the case where SNACC endorsement of a document primarily produced within a related professional body and/or published in a journal other than *JNA*, written request for approval must be made to the SNACC President. If SNACC representation and participation is requested, the SNACC EC will appoint a SNACC member with relevant expertise. Following final document review, the SNACC BOD will provide formal approval of the document and feedback as appropriate. As permitted, SNACC will facilitate access to these documents on the website and consider an Editorial in *JNA* highlighting this work.

Appendix A. Process for preparation and approval SNACC-endorsed documents.



Appendix B. Template for Proposal Submission

SECTION I: GENERAL PROJECT INFORMATION

Project title:

Working Group Chair and Email:

Proposed document type:

- Clinical Practice Consensus Statement
- Clinical Practice Guideline
- Educational Resource
- Position Statement

Do you plan to seek co-endorsement from a related professional body or society?
If so, please provide details and expectations for publication.

Working Group Membership

Name	Institution	Area of Expertise	Email	Conflicts of Interest

SECTION II: PROJECT DESCRIPTION

Describe the project problem, goals and objectives (500 words maximum)

What are the specific questions to be addressed?
Please structure in a PICO format.

Are you aware of any other guidelines or recommendations on this subject?
If so, please provide details and how the proposed document will contribute to the literature.

Describe your planned methodology (500 words maximum)
Please specify your and whether you will conduct a formal systematic review.

SECTION III: TIMELINE

Please provide the expected date of completion: