

Endorsement Request Form



The Society of Surgical Oncology (SSO) leadership evaluates external organization's endorsement opportunities to determine whether the document addresses a gap in surgical oncology, fosters quality care in surgical oncology and is a topic of interest to the SSO membership.

An organization's request must meet the following criteria in order to be considered for review for endorsement by the SSO:

- Guidelines must be based on a systematic review and include strong levels of evidence that inform recommendations; the document must demonstrate how the evidence and recommendations are linked and the strength of the recommendations and evidence.
- Consensus Statements should utilize a consensus methodology that limits the potential for bias, e.g., Delphi approach; levels of evidence used to support recommendations must be defined.
- Other documents such as Care/Treatment Pathways and Appropriate Use Criteria must outline a method for managing patient care based on clinical practice with the main goals of improving quality of care, reducing variation in clinical practice and increasing the efficient use of critical resources. Development may not follow formal evidence-based systematic review; alternatively, a consensus methodology that limits the potential for bias may be utilized.

Additional criteria that must be met regardless of the type of request submitted include:

- SSO member must have served on the expert panel that developed the document.
- Panel of experts involved in the development of the document should include relevant stakeholders, e.g., patients, other subject matter experts.
- Document must report conflict of interests.
- Majority of experts developing document must be free from conflicts of interest.
- Document must outline publication plan, i.e., name of the planned journal/publication the document will be submitted to, as well as the status and timeline for publication.
- If applicable, document must list all funding sources; SSO will not pursue review of requests in which industry support, of any nature, was involved in the development of the document.
- Document should have outline of plan for updating recommendations.

Should the SSO leadership determine it will provide endorsement of an external organization's document the organization must provide the following acknowledgement of the Society within the guideline:

"The Society of Surgical Oncology has reviewed and provided endorsement of the recommendations outlined within this document".

SSO's review process takes approximately 2-3 months; SSO endorsement will not be pursued if the Society is not allowed adequate time to conduct the review process.

To proceed with your request please submit your completed **SSO Endorsement Request Form** along with the following documentation to SSO Director of Education Patti Stella at pattistella@surgonc.org:

- Copy of the practice guideline, consensus statement or other document requested for review.
- Conflict of Interest Policy and Procedures followed during development.
- Documentation of funding sources; SSO will not pursue review of requests in which industry support, of any nature, was involved in the development of the document.
Publication plan, i.e., name of the planned journal/publication document will be submitted to, as well as the status and timeline for publication.
- Documentation/outline of plan for updating document assuming acceptance/publication
- Other information deemed appropriate that may support the development process and/or recommendations within the document.

Additional Information (A RESPONSE IS REQUIRED FOR EACH SECTION/QUESTION BELOW):

| | |
|--------------------------------------------------------------------------------------------------------------|--|
| Requesting Organization | |
| Staff Contact (Name, Email and Phone) | |
| Type of Document | |
| Title of the Document | |
| Does the document include the Conflict of Interest Policy and Procedures followed during development? | |
| Why is this document necessary/needed at this time? | |
| Why is SSO endorsement being requested? | |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Are the recommendations within the document based on a systemic review? | |
| List the level(s) of evidence used to support the recommendations. See examples of Levels of Evidence below. | |
| What years do the literature search span? | |
| Can SSO reproduce the document copyright materials to accompany an endorsement? | |
| Did the development of the document involve industry? | |
| Is there a plan to submit the document for publication? If so, please list the names of the journals in which the document will be submitted to. | |
| Is there a plan in place for updating the document? | |

Levels of Evidence

Level 1: Evidence from a systematic review or meta-analysis of all relevant RCT's or evidence-based clinical guidelines with three or more RCTs of good quality and similar results.

Level 2: Evidence obtained from at least one well-designed RCT (e.g. large multi-site RCT).

Level 3: Evidence obtained from at least one well-designed controlled trial(s) without randomization (i.e. quasi-experimental).

Level 4: Evidence from well-designed case-control or cohort studies.

Level 5: Evidence from systematic reviews of descriptive and qualitative studies (meta-synthesis).

Level 6: Evidence from a single descriptive or qualitative study.

Level 7: Evidence from the opinion of authorities and/or reports of expert committees.

Please provide any other comments/details relative to the document that you feel may be important for the SSO to be aware of when reviewing this request (COMMENTS ARE MANDATORY):