



www.AmericanHeadacheSociety.org

American Headache Society Position Statement Development Policy

An American Headache Society Position Statement conveys the Society's endorsed stance or belief about specific Headache Medicine matters. A Position Statement is created when the evidence is not strong enough to support a guideline. A Position Statement is authored by AHS appointees, reflects existing scientific evidence, and is approved by the AHS Board of Directors. Position Statements constitute official positions of the American Headache Society.

1. Procedure for requests from AHS members for AHS to develop a Position Statement on a particular matter.

Such requests must be accompanied by a **Position Statement Justification Form**

 - a. Describe the issue related to headache medicine that is addressed in the Position Statement.
 - b. The request will be sent to the Chair of the Guidelines Committee via AHS HQ. If approved by the Guidelines Committee it will be forwarded to the Executive Committee for approval or denial.
 - c. After approval, the author(s) of the Position Statement Justification form will fill out a Position Statement Project Plan Development worksheet:
 - i. Project Development Plan. Project Development Plan (PDP) Worksheet is provided. The PDP provides a framework for each panel to define the project and receive feedback at an early stage in the process and includes the following information:
 1. Potential clinical questions
 2. Terms and databases to be used in the literature search
 3. Inclusion and exclusion criteria for article selection
 - ii. Project timeline
 1. Position statement should be published in January or February to better accrue citations to influence the Impact Factor
2. Procedure for the development of Position Statements initiated at the request of the Executive Committee or Board of Directors. Such requests will:
 - a. Be assigned a committee of Authors by the Executive Committee.
 - b. The *Headache* Editorial office will be informed of the development of the Statement and the intent to publish.
 - c. Authors will develop or adopt a process for review and appraisal of existing evidence and develop a draft Statement. The draft Position Statement should include a list of Authors and others who have participated in developing the Statement and a Conflict of Interest Disclosure Form for each of them.
 - d. The draft Statement should provide a statement of funding sources or financial or material support, if any, for the development of the Position Statement.

- e. Committee will state the process used to resolve conflicts or disagreements.
- f. The draft Statement should provide a date on which the Position Statement will either expire or be reviewed and renewed **not to exceed three years**.
- f. The draft Position Statement will be sent to the Chair of the Guidelines Committee via AHS HQ. The Guidelines Committee Chair will assign 3-4 reviewers in consultation with the Executive Committee.
- g. Authors will submit first draft to reviewers for comment.
- h. Authors will revise the statement draft based on reviewer comments using track changes.
- i. Guidelines Chair approves revised draft or suggests additional changes. If additional changes are requested, the document goes back to the authors and steps g-i are repeated.
- j. The Position paper may be posted on the AHS web site for a period of 30 days for member review and comment.
- k. At this point, the document should be sent to the journal for peer review.
- l. Guidelines Chair approves final, revised Position Statement.
- m. Guidelines Chair forwards a clean copy of the Position Statement to the Executive Committee to determine whether: 1) feedback is sent to the Authors to revise the document, 2) the document is sent to the Board with minor changes, or 3) the document is sent to the Board with no changes.
- n. Position Statements may be subject to an additional review by legal counsel before they are sent to the entire board for review.
- o. Approved Position Statements are then forwarded to the Board for approval. Comments received through this process are returned to the Authors for incorporation. Final Position Statement with report of comments and adjustments made is sent to the Board for final approval.
- p. Position Statements must be approved by a two-thirds majority vote of the Board.
- q. Position Statements **will** be published on the society website.
- r. Position Statements **may** be published in *Headache*.
- s. Responses by the Statement Authors to criticism or comments on the Position Statement (e.g. a response to a letter to the editor) must be approved by the Guidelines Committee Chair and the Board because they constitute an extension or elaboration of the Position Statement and will be perceived as the position of AHS.

April 4, 2013