

GUIDELINE/CONSENSUS STATEMENT

Topic Proposal Form – Guideline Timeline and Process

The CHEST guideline development process takes roughly 18 months once the full panel is convened, depending on the scope. The key milestones in the process are outlined below. The timeline is subject to change based on a multitude of factors, including the number of clinical questions addressed, the complexities and volume of literature, and the engagement of panels.

1 Define key clinical questions and scope Chair(s) and panelists 1 Finalize clinical questions, PICO elements, and search terms Chair(s), panelists and methodologists and methodologists 1-2 Develop and run search strategies Methodologist 2-3 Review search results, conduct study selection through title and abstract screening. Methodologist and panelists 3 Obtain full-text articles and conduct full-text screening Methodologist and panelists 3-4 Evaluate study methods and develop quality assessment (1-2 hours per study) Methodologist 4-5 Abstract study data into tables and review pooled results Methodologist and panelists 5-7 Prepare update evidence profiles/summary of findings tables Methodologist in consultation with panelists 5-7 Utilize the Evidence-to-Decision Framework to develop recommendations/statements and draft supporting text Project staff, panelists, and GOC Domain Liaison 5-7 Review and finalize recommendations and grades, and evidence of the staff of the staff Panelists and project staff 9 Revisions completed Chair(s), panelists and project staff 9 Submit for GOC review Project staff 9 Submit for GOC review Project staf	Month	Deliverable(s)	Responsible Parties
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activities project staff, GOC and other stakeholders*			
other stakeholders*	9		
		activities	
10-11 Respond to all GOC comments and submit needed revisions Chair(s), panelists and	10-11		
for journal and leadership review project staff	44.40		
11-12 Request endorsements from key societies/representative Project staff organizations	11-12		Project staff
12-13 Respond to all journal and leadership comments and Chair(s), panelists and	12-13		Chair(s), panelists and
resubmit project staff			
13-16 Respond to queries arising during journal copyediting and Chair(s)	13-16		
design			(-)
16 Online Publication Journal	16		Journal
18 Final Print Publication Journal	18	Final Print Publication	Journal

^{*}May include Education Committee, Scientific Program Committee, and other leadership or staff.