ACVIM Consensus Statement Guidelines

Consensus Statements of the American College of Veterinary Internal Medicine (ACVIM) provide veterinarians with guidelines regarding the pathophysiology, diagnosis, or treatment of animal diseases. The foundation of the Consensus Statement is evidence-based medicine, but if such evidence is conflicting or lacking the panel provides interpretive recommendations based on their collective expertise. The Consensus Statement is intended to be a guide for veterinarians, but it is not a statement of standard of care or a substitute for clinical judgment. Topics for statements, and panel chairs to draft the statements, are approved by the Board of Regents after input from the general membership. A draft is prepared and input from diplomates is solicited at the Forum and via the ACVIM website and incorporated in a final version. This Consensus Statement is approved by the Board of Regents of the ACVIM before publication in the Journal of Veterinary Internal Medicine.

The ACVIM staff liaison assigned to the consensus statements is Ivy Leventhal (Ivy@ACVIM.org).

Procedures for formulating the Consensus Statements:

1. **Topics and potential chairpersons should be solicited by the At-Large members of the ACVIM Board of Regents from the general membership by May 1.**

   The most successful route to obtain suggested topics has been through solicitation via the ACVIM listserves. Usually, the board will vote on acceptance of two consensus statements per year; occasionally, additional statements may be considered and approved for any given year. Although topics are not limited to particular interests of the subspecialties of veterinary internal medicine, it is suggested that one topic pertain to issues of importance to the practice of small animal internal medicine and one topic pertain to issues of importance to the practice of large animal internal medicine. However, topics that globally span issues relating to both large and small animal species, or any of the subspecialties of the American College of Veterinary Internal Medicine, are eligible for consideration.

   The Small Animal At-Large board member will oversee the small animal topic and the Large Animal At-Large board member will oversee the large animal topic until their publication.

2. The At-Large board members will be charged with presenting suggested topics and chairperson to lead the topic panel to the ACVIM Board of Regents by May 15th via the board listserv. The Board will vote to approve the topics and chairpersons by July 1.

   *It ultimately will be the responsibility of the At-Large members to assist their chairpersons with their assigned tasks and to assure that deadlines are met.* After Board approval, the designated chairpersons will review and sign the ACVIM consensus statement contractual agreement.

3. Chairpersons will have the following responsibilities:
   a) Establish a panel of experts that agree to formulate the consensus statement. The panel may consist of up to 7 total members (1 chair and 6 additional panel members), of which at least half of the members should be Diplomates of ACVIM. Panel members shall consist of individuals with recognized expertise on the topic of discussion, i.e., those who will be able to provide a valuable variety and unique contribution to the consensus statement.

   The names of the panel members should be reported to the appropriate At-Large member of the ACVIM Board by August 1.
The panel members will be presented to the ACVIM Board of Regents for approval via an e-mail vote by August 15. Any potential conflict of interests should be disclosed at this time. A sample list of conflicts of interests is attached to this document. Once approved, each panel member will be sent a copy of this agreement for signature.

b) The chairperson is responsible for coordinating the panel’s efforts on establishing the consensus statement. The panelists can establish communication by one or several methods including (but not limited to) email conversations, conference calls, or meeting in person. Establishing a listserv for the sole purpose of panel discussion is highly effective. The chairperson may obtain assistance for establishing a listserv, a website, or conference calls through the ACVIM central office.

Some resources for formulating consensus statements may be found at:

- www.agreecollaboration.org
- www.journals.uchicago.edu/IDSA/guidelines/
- www.guideline.gov/
- www.acvim.org/

Major recommendations in the consensus statement should be discrete, concrete, and identifiable, such that they may be bulleted, printed in bold face, or used as section subtitles in the document for quick reference. Areas of “ignorance” should be identified and future research needs should be prioritized.

c) The chairperson will present the “draft” consensus statement in a 40 minute oral presentation at ACVIM Forum. The consensus statement will not appear in written format in the Forum proceedings. However, the panel is highly encouraged to have a written working copy of the statement prepared by the time of the Forum.

d) The consensus statement must be prepared in a format suitable for publication in the Journal of Veterinary Internal Medicine (see “Guidelines for preparation of manuscripts for publication in JVIM” at JVIM folder at www.acvim.org). The chairperson will be the first author on the written consensus statement. The chairperson will determine the order of authorship, based on contributions of the panel members to preparation of the manuscript.

The authors shall adhere to the “instructions for authors” for JVIM. The authors must adhere to an 8,000 word limit, including title page, abstract, tables and figures. Preamble and references are excluded from the word limit.

The authors acknowledge that JVIM editorial oversight is not a scientific review but a grammatical and formatting process. The authors are solely responsible for scientific content. The published consensus statements will be preceded by a “preamble” which will explain the intended purpose of ACVIM’s consensus statements (see below). The title will clearly reflect that the intended purpose of the manuscript is to provide a “consensus statement” so that all consensus statements can be easily tracked by on-line medical searches.

Published Preamble
“Consensus Statements of the American College of Veterinary Internal Medicine (ACVIM) provide the veterinary community with up-to-date information on the pathophysiology, diagnosis, and treatment of clinically important animal diseases. The ACVIM Board of Regents oversees selection of relevant topics, identification of panel members for each topic with the expertise to draft the statements, and other aspects of assuring the integrity of the process. The statements are derived from evidence-based medicine whenever possible and the panel offers interpretive comments when such evidence is inadequate or contradictory. A draft is
prepared by the panel, followed by solicitation of input by the ACVIM membership which may be incorporated into the statement. It is then submitted to the Journal of Veterinary Internal Medicine, where it is edited prior to publication. The authors are solely responsible for the content of the statements.”

e) The completed consensus statement manuscript must be submitted to the supervising At-Large member by July 15 of the same calendar year that the statement is presented at the ACVIM Forum, at which time it is posted on the ACVIM website for a period of 1 month to allow for comments from the ACVIM membership. The panelists will then consider comments from the general membership, and will provide a revised written manuscript to the ACVIM Board of Regents and the editors of the JVIM by September 15 of the same calendar year as the oral presentation at the ACVIM Forum. The Board will vote on acceptance of the consensus statement at the mid-year ACVIM Board meeting. The final published version of the consensus statements will be posted on the ACVIM website. If the consensus statement has not been submitted for publication within a year following its presentation at the Forum, the statement risks not being published, and honoraria not given to panel members.

f) If for any reason the chairperson is unable to complete their assigned tasks, upon recommendation of the At-Large ACVIM board member and approval of the ACVIM Board, a panel member may be selected to replace the chairperson.

4. Consensus statement panel payments will be as follows:

   Chairperson:
   - Complimentary registration to the ACVIM Forum.
   - ACVIM Forum Speaker honorarium of $225.
   - ACVIM Forum expense allowance of $550 if traveling within North America up to a Forum maximum of $1,100 if traveling from outside North American.
   - Board of Regents members and Speakers do not qualify for additional travel stipends unless you are a Speaker traveling from outside North America and presenting only 1 session.
   - $1000 honorarium upon acceptance of the consensus statement for publication in JVIM.

   Each Panel Member, other than the Chair (up to 6 people):
   - Complimentary registration to the ACVIM Forum.
   - $750 honorarium upon acceptance of the consensus statement for publication in JVIM.

For payments a completed US Internal Revenue Service (IRS) financial form is required. If you have a US taxpayer identification number (social security number) at the appropriate time we will ask for a completed W-9 form, else we will ask for completed forms 8233/payment option. You can elect to donate your honorarium, expenses or both to the ACVIM Foundation. If donating, no financial form is necessary.

5. In agreeing to serve on the panel, members are expected to actively participate in the discussions formulating the consensus statement and in preparing the oral draft statement and written statements. If a panel member withdraws from participation, they must immediately inform the chairperson who will then determine if a replacement panelist is needed. If the chairperson has difficulty in soliciting input from a panel member, the chairperson may request removal of that person from the panel.
Agreement and Disclosure –
Panelists please complete and return pages 4 and 5 to ivy@ACVIM.org.

I have read the above information and I agree to fulfill my obligations as detailed for the ACVIM Consensus Statement.

I am the ________chairperson _________panelist for

______________________________________________(Topic of consensus statement)

DONATION OPTIONS: (select all that apply)
______ I would like to donate my honorarium to the ACVIM Foundation.*
______ As the Chair, I would like to donate my expense allowance to the ACVIM Foundation.

*Please note: Since you will not receive the honorarium as income, you cannot claim that amount as a charitable donation for tax purposes.

Contributor’s signature and date____________________________________________________________

Title:

Mailing address:

Phone:

Fax:

Email address:
Disclosure of Professional Relationships Related to the ACVIM Consensus Statement

Committee Member: _____________________________________________________

In the past 5 years, I have served as paid consultant for the following companies or agencies related to consensus statement topic (please list companies or agencies, year, and nature of consultancy):

In the past 5 years, I have conducted contract or paid research for the following companies or agencies related to the consensus statement topic (please list companies or agencies, year, and nature of research):

In the past 5 years, I have received competitive research grants related to the consensus statement topic (please list companies or agencies, year, and nature of research):

I have ownership, or a family member that has ownership of stock or shares in companies or agencies related to the consensus statement. If yes, please provide details:

Other professional relationships from the past 5 years that might be considered to affect or bias your position regarding the consensus statement topic (please explain briefly but fully):