



# ACVIM

As far as you want to go.

## 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 of statements and panel members to draft the statements are selected by the Board of Regents with input from the general membership. A draft is prepared and input from diplomates is solicited at the Forum and via the ACVIM web site 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 office member assigned to the consensus statements is Terri Anglim (terri@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 August 1.** Thus far, the most successful route to obtain suggested topics has been through solicitation via the ACVIM list serves. The board will vote on acceptance of a maximum of two consensus statements per 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 August 15th via the board listserve.** The Board will vote to approve the topics and chairpersons by September 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, Terri Anglim will provide each of the approved chairpersons with this contract for immediate signature.
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 of opinions. **The names of the panel members should be reported to the appropriate At Large member of the ACVIM Board by October 1<sup>st</sup>.** The panel members will be presented to the ACVIM Board of Regents for approval via an email vote by **October 15th.** 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, Terri Anglim will send each panel member 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. **Establishment of a list serve for the sole purpose of panel discussion is highly effective.** The chairperson may obtain assistance for establishing a list serve, a website, or conference calls through the ACVIM central office by contacting Terri Anglim.

Some resources for formulating consensus statements may be found at:

[www.agreecollaboration.org](http://www.agreecollaboration.org)

[www.journals.uchicago.edu/IDSA/guidelines/](http://www.journals.uchicago.edu/IDSA/guidelines/)

[www.guideline.gov/](http://www.guideline.gov/)

[www.acvim.org/](http://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 chairperson will be the first author on the written consensus statement. 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](http://www.acvim.org)).

**The authors must adhere to a 10,000 word limit, including references, tables and figures.**

**The completed consensus statement manuscript must be submitted to the supervising At Large member by July 31st 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 **October 15th** of the same calendar year as the oral presentation at the Forum. Once submitted, any revisions by the JVIM editors will be solely for format and/or grammar and will not be for the purposes of scientific review of actual content, which is the sole responsibility of the authors. The Board will vote on acceptance of the consensus statement at the fall business meeting (November).

e. **The Supervising At Large Board member will provide a final written copy of the consensus statement to the ACVIM Board and the editors of *JVIM* by November 25<sup>th</sup>** of the of the same calendar year as the oral presentation at the Forum, in order to make the publishing deadline of the March/April issue of the Journal or by **February 1<sup>st</sup>** to make the June/July issue of the Journal. 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 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. **The final published printed version of the Consensus Statement cannot exceed 10,000 words, including references, tables and figures.** The final published version of the Consensus Statements will be posted on the ACVIM website.

#### **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.”*

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:

- \$1000 honorarium
- Complimentary registration to the ACVIM Forum
- ACVIM Forum Speaker honorarium of \$175
- ACVIM Forum expense allowance of \$500 up to a Forum maximum of \$1000

Each Panel Member, other than the Chair (up to 6 people):

- \$750 honorarium
- Complimentary registration to the ACVIM Forum

5. If panel members accept the responsibility of becoming a panel member, then they 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.

I have read the above information and I agree to fulfill my obligations as detailed.

I am the \_\_\_\_\_chairperson \_\_\_\_\_ panelist for

\_\_\_\_\_  
(title of consensus statement)

\_\_\_\_\_  
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):**