

How to organized SSH guidelines/recommendations of the Website of the SSH (update 04.03.2021)

Topic	Possible procedure	Remarks
<p>Which kind of guidelines/recommendations should be included? What should not be included?</p>	<ul style="list-style-type: none"> ▪ Swiss-specific recommendations/guidelines 	<ul style="list-style-type: none"> ▪ For non-Swiss-specific guidelines /recommendations such as Onkopedia, NCCN, ASH, EHA or other guidelines / recommendations hyperlink providing direct access is offered on the website ▪ Not included are other papers /reviews even of interest
<p>Who can propose and submit guidelines/recommendations?</p>	<ul style="list-style-type: none"> ▪ Any group of recognized experts in the field of the guideline/recommendation topic ▪ The group has to be representative in Switzerland, including at least experts from five Swiss Hematology Centers, from which three experts from three different University Hematology Centers ▪ Guidelines/recommendations from official Swiss expert groups / working parties are also accepted, provided they include one board member of the SSH 	<ul style="list-style-type: none"> ▪ The names and the centers of the experts have to be listed on the guidelines/ recommendations
<p>What kind of guidelines/recommendations are accepted</p>	<ul style="list-style-type: none"> ▪ Guidelines can be a published paper in a medical journal or submitted as a simple pdf document 	
<p>Who guarantees the quality of the guidelines/recommendations?</p>	<ul style="list-style-type: none"> ▪ There will not be a formal review process. ▪ The responsible person of a hematology topic at the SSH Board (see organigram SSH Board) gives the definitive approval for uploading the guideline/recommendation on the SSH Website 	<ul style="list-style-type: none"> ▪ On the Website it will be notified that there is no formal review of the guidelines/ recommendation once the criteria fulfilled ▪ At submission of a guideline/ recommendation the name of the contact person is needed (for questions, updates etc.)

<p>How is the structure of the guideline/recommendation on the SSH website?</p>	<ul style="list-style-type: none"> ▪ The guidelines/recommendations are organized in eight subchapters according to the structure of the EHA curriculum. 	<ul style="list-style-type: none"> ▪ Guidelines who do not fit in any of the chapters (for instance COVID-related guidelines), will be included into chapter 8 “General Skills” ▪ If a guideline/ recommendation concerns two or more topics, the document is uploaded in 2 or more subchapters (for example DIC in PML: in chapter 2 - myeloid malignancies – and chapter 6 - hemostasis)
<p>How to guarantee update of the guidelines/recommendations?</p>	<ul style="list-style-type: none"> ▪ A guideline/recommendation has to be controlled yearly, to ensure that it is still update or needs any amendment. ▪ The guidelines are dated by the year of publication; if an amendment / updating is performed, the year of this is added ▪ Published guidelines also need to be updated regularly either as a new publication or as a pdf-amendment attached to the publication 	<ul style="list-style-type: none"> ▪ The year of accepting/updating a guideline/ recommendation is integrated in the title of the document ▪ Example first submission <ul style="list-style-type: none"> ○ treatment of PML_2019 ▪ Example update/amendment <ul style="list-style-type: none"> ○ treatment of PML_2019, last update_2021
<p>Responsibilities</p>	<ul style="list-style-type: none"> ▪ The authors of the guidelines/ recommendations are responsible for the content / amendments of the documents ▪ The expert of the SSH board accepts / rejects submitted documents for their content ▪ The SSH Medical Officer is responsible that the formal criteria are fulfilled 	<ul style="list-style-type: none"> ▪ The SSH Medical Officer informs the contact person of a guideline/ recommendation when a revision/evaluation is needed (after 1-2 years) ▪ The responsibilities of the guidelines / recommendations will be clearly indicated, i.e. on the document