

Practice Guideline Committee Charter

Purpose	The Clinic Practice Guideline (CPG) Committee shall advance best practices in integrative medicine by creating and executing the SOPs for the development of guidelines.
2020-2021 Goals	<ol style="list-style-type: none"> 1. Identify members of the CPG Committee by 9/1/20. 2. Create list of SOPs for the Clinical Practice Guideline Committee by 11/1/20. 3. Create drafts of identified SOPs by 4/1/21. 4. Select a list of 3 to 5 potential clinical practice guideline topics for review per SOPs by 4/1/21 5. Create draft budget for clinical practice guideline topics by 5/1/21 6. Review and approve SOPs by 6/1/21 for Board approval. 7. Identify potential funding sources for clinical practice guidelines by 6/1/21
Responsibilities of Members	<ul style="list-style-type: none"> • Participate in no less than 80% of committee meetings and be responsive to emails in a timely fashion. • Complete assignments/commitments as agreed upon with the committee leadership. • Regularly provide input and new ideas for committee activities.
Competencies of committee members	<ul style="list-style-type: none"> • Demonstrate an interest and willingness to participate in identified projects. • Possess organizational skills to adhere to time limited deadlines and assignments. • Has extensive experience designing, conducting, and publishing clinical research trials and or meta-analyses of integrative medicine or health. • Enjoys working collaboratively. • Individuals from all professional disciplines are encouraged to volunteer.
Decision Authority	<ul style="list-style-type: none"> • The CPG Committee has the authority to draft and ultimately execute the SOPs for developing guidelines. • The Board of Directors will approve the CPG's SOPs.
Decision Making	<ul style="list-style-type: none"> • The CPG Committee will seek to make decisions through consensus. The CPG Chair and Vice Chair will make diligent effort to engage all Practice Committee members in decisions. In the case a decision is necessary for timely progress and consensus is not achieved the Chair may call for a group vote and record a decision along with any objections. Decisions of the group should be presented to the Board Liaison for Board review and final approval.
Anticipated Commitment	Three (3) to six (6) hours per month that includes a monthly CPG Committee meeting.