Evidence-Based Dentistry Workgroup Chair Description

**Summary:** This document outlines expectations for **workgroup chairs** of any of the workgroups in the Evidence-Based Dentistry committee at the American Academy of Pediatric Dentistry (AAPD). This will include requirements, time commitment and a summary of expectations.

**Position Summary:**

Workgroup chairs are expected to:

* Lead regular workgroup meetings.
* Set timeline for systematic review or clinical practice guideline.
* Collaborate with other workgroup members on data extraction and review of journal articles.
* Assign components of a systematic review or clinical practice guidelines to members of the workgroup to work on.
* Provide expertise on a clinical area on a topic covered in the systematic review or clinical practice guideline.
* Review/evaluate any existing guidelines and systematic reviews as appropriate.
* Select studies for full-text retrieval and extraction / Extract (Cochrane form) for each study selected. Perform evidence synthesis: Meta-analysis or Narrative synthesis.
* Grade Evidence (based on GRADE criteria – Grading of Recommendations Assessment, Development and Evaluation).
* Draft meeting agendas for monthly meetings and for AAPD Annual Session.
* Write components of the systematic review or clinical practice guidelines.
* Demonstrate personal integrity in all interactions.
* Develop a research protocol that includes PICO clinical questions.
* Modify guidelines according to external review recommendations.
* Communicate orally and in writing clearly and logically.

**Requirements:**

* Participation in either the ADA EBD workshop or the AAPD EBD workshop is **required** prior to leading a workgroup.
* Previous experience in working on systematic reviews and clinical practice guidelines is **required.**
* Sign AAPD Volunteer Leader Agreement Form to ensure copyright compliance, conflict of interest, and ensure data, recommendations, or drafts are kept confidential until publication.
* Attendance at AAPD Annual is **required** in-person unless there are unforeseen personal circumstances.

**Term Appointment**

* Workgroup chairs will serve terms of variable length, from appointment at the initiation of the guideline development process until completion of their assigned guideline.

**\*Time Commitment:**

* **Workgroup Meetings**: 2-3 hours a month. Meetings may take place on the weekend depending on volunteer schedules.
* **Article Reviews:** 3-7 hours a week. Reviewing articles may take place over a 1–2-month period depending on the volume of literature.
* **Data Extraction:** 4-10 hours a week. Data extraction may take place over a 2-6-month period depending on the volume of data extracted.
* **Drafting Recommendation Statements:** 5-7 hours per recommendation. Drafting recommendations may take place over a 1-2-month period.
* **Reviewing Recommendation Statements:** 2-4 hours per recommendation. Reviewing recommendations may take place over a 1–2-month period.
* **Writing Components:** 5-10 hours per assignment. Writing components may take place over a 1–2-month period.

**\****Time commitment may be subject to change, depending on workgroup need or project progress.*

Failure to achieve these performance requirements above may result in dismissal from the workgroup.