

DEVELOPING A NEW POSITION STATEMENT

A Position Statement from the American Academy of Otolaryngology-Head and Neck Surgery and Foundation (AAO-HNS/F) is used to designate a statement, policy, or a consensus recommendation on a particular topic or topics. An AAO-HNS/F Position Statement is generally evidence based and in certain cases urges collaboration to support clinical decision making, clinical care and treatment.

AAO-HNS/F Position Statements formalize stances on clinical procedures and medical services and are intended to guide the specialty of Otolaryngology-Head and Neck Surgery. As such, they are valuable tools used to engage with other specialties, payers, state and federal regulatory agencies, and industry. Additionally, they are used to clarify the AAO-HNS' approval or disapproval of certain practices in medicine.

Position Statements may be created by Academy Committees, elected leadership, or individual members. Once submitted, all Position/Consensus Statements are first routed through the Academy EVP/CEO for distribution to the appropriate reviewers. This includes external (other specialties, etc.) and internal submissions. Relevant committees are tasked with review.

Following review by the appropriate committees, statements are then directed to the Physician Payment Policy (3P) Workgroup for review. Once 3P has provided approval, the Position Statement must then receive final endorsement by the Academy's Board of Directors' Executive Committee. If endorsed by the Executive Committee, the Position Statement becomes Academy policy and is added to the existing Position Statement online library:
<https://www.entnet.org//content/position-statement> .

Position Statement submissions, or requests for revisions to current position statements, should be sent directly to healthpolicy@entnet.org . Position statements will be published online at the earliest available date once approved by the Executive Committee. In the event that the submitter wishes to hold publications until a specific date, that should be communicated to AAO-HNS staff upon initial submission. For Example: If a committee has accompanying materials being developed and they wish to publish everything together, that can be arranged.

POSITION STATEMENT DEVELOPMENT GUIDANCE

When submitting a Position Statement for consideration, please include the following:

- 1. A clear and precise title (a few words)**
- 2. Outline of the Topic and Supporting Evidence**
 - Ensure that the goal/purpose of the position statement is clearly defined and outlined.
 - The rationale for well established procedures should include whether the procedure is effective and why. Assertions should be grounded with data and literature as support documentation.
 - Depending on the topic, the submission should include how it improves quality of life for patients. Additionally, background on Medicare, general private insurance payment, legislative impact, etc. is also valuable.
 - A well-developed Position Statement should have a maximum of 2-3 paragraphs.
- 3. References (minimum of five)**
 - References should be numbered in alphabetical order according to first author last name.
 - Standard format used by PubMed is included below for reference

Freedman SB, Adler M, Seshadri R, Powell EC. Oral ondansetron for gastroenteritis in a pediatric emergency department. N Engl J Med. 2006 Apr 20;354(16):1698-705. PubMed PMID: 16625009.

4. Conflicts of Interest, Direct Financial Relationships, Intellectual Relationships

- **Any actual or potential conflicts of interest** related to the topic at hand must be identified and disclosed
- **A Direct Financial Relationship** that results in but not limited to wages, consulting fees, honoraria, or other compensation (in cash, in stock or stock options, or in kind) related to the topic at hand must be identified and disclosed.
- **Any Intellectual Relationships** held by an individual or group of individuals in which professional activities can be enhanced or jeopardized by a formal recommendation or position taken by the Academy must be identified and disclosed.

Position Statements are Not Intended to:

- **Include Procedural Descriptive language** – The procedure should be well-recognized, thus descriptive language about the procedure or how to perform the procedure is unnecessary.
- **Be used for patient facing purposes or** informational fact sheets for patients.
- **Reflect Opinions** - The Academy cautions against opinionated discussion of investigational vs. non-investigational because position statements may be used by payers to determine coverage decisions. Caution should also be employed when discussing alternative solutions/procedures.
- **Include Political Viewpoints.**