TRANSPARENCY | QUALITY | EFFICIENCY

User Group Clinical Guideline Services

New tool:
Screening Assistant

Online Guideline Development

www.guideline-services.com

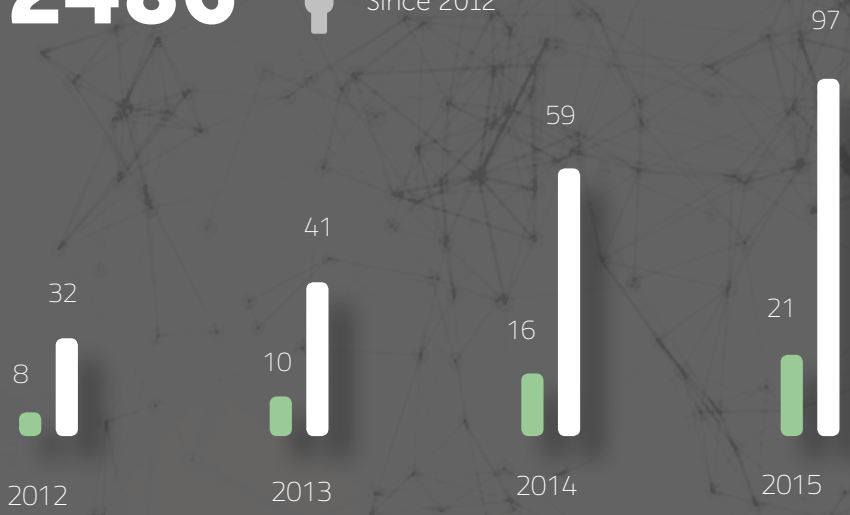
Meet us at the:

- 13th G-I-N Conference 2016 in Philadelphia
- 18th EbM Congress 2017 in Hamburg

Online Guideline Development with the CGS-UserGroup Association

Just a few steps to guideline quality – customized to your requirements

2486 **Individual Users**
Since 2012



Our web-based Guideline Development Portal offers services and tools for an efficient and transparent guideline development process.

We provide reliable IT-infrastructure with self-explanatory tools that can be customized to your requirements – making the portal an ideal platform to develop and update your clinical guidelines.

The UserGroup – Clinical Guideline Services places particular emphasis on compliance according to national and international methodological precepts and standards. Currently 23 scientific medical societies use the Guideline Development Portal to develop and update 131 clinical guidelines.

131 **Clinical Guideline Developments supported by our online portal**

23 **Users of our online portal**
(medical societies and other scientifical institutions)

Selected Tools



Workflow and Communication

Members Area
(Schedules, Project Plans, Guideline News)

Document Storage for work groups

Comment Function
(discuss and edit text modules jointly)

Literature Management

PICO(S) key questions

Literature Assistant
(Literature search and storage of text downloads)

Critical Appraisal

NEW: Screening Assistant

Screening titles, abstracts and full texts of articles

www.guideline-services.com

Documentation

Management of Conflicts of Interest (COI)

Guideline Report

Archive-Function

and Living Guidelines...

Structured Consensus Process

Online Surveys incl. Evaluation

Workflow and Communication

Guideline Overview

The straightforward Navigation Bar makes it easy to generate documents jointly, to post information about upcoming project steps, and to keep track of schedules and deadlines.

Members Area

Comment function

The Members Area contains a Comment Function to edit guideline documents jointly.
A search function allows users to screen for members of the same work groups.
The section for user contact data with an integrated email function facilitates direct communication.

Literature Management

Literature Assistant

The tool facilitates the easy import of pre-selected literature. The Literature Assistant features the structured documentation of PICO(S) key questions and their direct allocation to the downloaded literature.

Records of the search strategy and evidence tables are stored along with the import history.

Structured Consensus Process

Online Surveys	Using online surveys reduces bias and the number of time-consuming consensus meetings.
Survey questionnaires	Structure and timeline of survey questionnaires will be customized in accordance with the Delphi method. Color-coded notices indicate the completion status and simplify the identification of open questions.
Survey progress	Monitoring the response status enables guideline coordinators to observe the survey progress. For an objective assessment, all answers are stored and evaluated anonymously.
Statistical evaluations	Statistical evaluations include detailed comments from survey participants. Debatable issues can be identified quickly, and revised by the work groups respectively.

Documentation

Conflicts of Interest (COI)

The portal includes a tool for submission and management of the Conflicts of Interest (COI)-forms. Similarly, we offer customized tools that store other agreement forms (such as authorship and copyright statements), including monitoring their submission and completion status.

Guideline Report

Continuous documentation of the guideline development process and the applied methodology is facilitated by integrated templates and can be monitored via a color-coded overview list. Relevant guideline information is recorded automatically.

Archiving

Users can be provided with access to any content of the development process following the termination of clinical guideline. Hence, our customers are able to opt for a guideline update in due time or make the project a „Living Guideline".

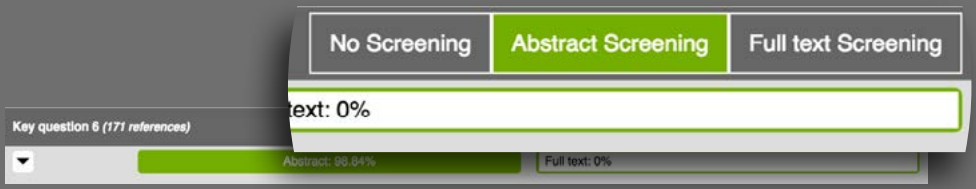
Literature Appraisal

The entire process of literature appraisal is implemented by integrated customized and standard evaluation forms (e.g. SIGN, Oxford etc.). Furthermore, the critical appraisal of studies is supported via peer-review.

NEW TOOL:

Screening Assistant

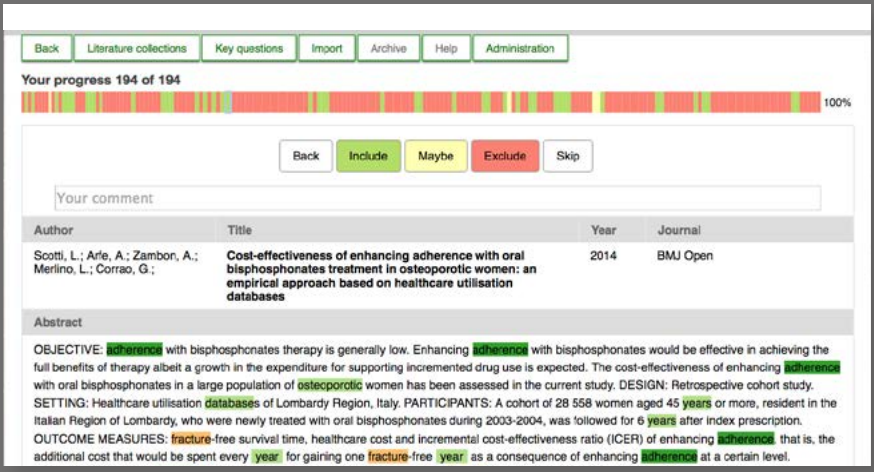
www.screening-assistant.de



Manage your literature collections and activate screening at the touch of a button

With the new Screening Assistant, the often time-consuming process of literature screening is perfectly optimized. Adapted to your needs, the screening is easy and can be conducted individually or in groups.

Guideline coordinators have maximum adjustability in opening the different stages of screening to work groups and supervise the level of progress at any point. In the administration surface, you can monitor screening activites of individual members of your work group and the overall progress.



Highlighting keywords in abstracts helps you to reach quick decisions

Both the multicolored highlighting of keywords and the use of intuitive keyboard shortcuts simplify the screening process.

Screening of full texts

Screening of full texts is also supported by the Screening Assistant. Uploaded full texts are linked automatically with references (bulk upload). For easy documentation, you can set exclusion categories, which can be selected during the screening process.

Easy **Import** and **Export**

Files can be directly imported and exported via PubMed®, Endnote® and other common reference managers. Before a file is exported, you can select references according to their screening result.

Additional Services

As an additional service to our web-based tools, our staff conducts systematic literature researches and critical appraisal for your guideline development.

The focus in guideline development has shifted in recent years - from recommendations based on qualified opinions towards clinical guidelines, in which most recent scientific knowledge is matched with expertise of multidisciplinary expert commissions.

High-quality standards have been implemented in guideline development processes, which require a systematic and reproducible literature research and a well-documented critical appraisal process.

For further information, please contact Maria Kallenbach by email: m.kallenbach@cgs-usergroup.de

Cooperation with International and German Guideline Organizations

UserGroup Association maintains close partnerships with important international and german organizations for **guideline methodology.**

We are GIN member and have been regularly exhibiting at the GIN conference since 2012. All working steps and tools applied in the portal thus meet the **methodological requirements of the Association of the Scientific Medical Societies in Germany** (Arbeitsgemeinschaft der Wissenschaftlichen Medizinischen Fachgesellschaften e. V. , AWMF) that represents Germany in the Council for International Organizations of Medical Sciences CIOMS.

For instance, criteria meeting the guideline evaluation tool DELBI have been implemented in the portal via the AWMF´s 'guideline's report' from the very beginning. Since 2015 this approach has been corroborated by a cooperation of UserGroup e. V. and the AWMF-Institute for Medical Knowledge Management (AWMF-Institut für Medizinisches Wissensmanagement, AWMF-IMWi).

In 2015, a novel workshop for guideline coordinators has been jointly developed and started by UserGroup and AWMF-IMWi . The workshop aims at providing information about methodical requirements and organizational steps in order to make the process of guideline development for guideline groups as easy and efficient as possible without affecting quality.

We are proud to be a part of the G-I-N!

The executive board of CGS-UserGroup Association

The executive board our association has five members, who come from various medical backgrounds. The objective of the UserGroup Association always has been to use a Multidisciplinary approach for better understanding of the needs and expectations during clinical guideline development.

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