



AGREE Reporting Checklist

2016

This checklist is intended to guide the reporting of clinical practice guidelines.

CHECKLIST ITEM AND DESCRIPTION	REPORTING CRITERIA	Reported on Page Number/Line Number	Reported on Section/Paragraph
DOMAIN 1: SCOPE AND PURPOSE			
1. OBJECTIVES Report the overall objective(s) of the guideline. The expected health benefits from the guideline are to be specific to the clinical problem or health topic.	<input checked="" type="checkbox"/> Health intent(s) (i.e., prevention, screening, diagnosis, treatment, etc.) <input checked="" type="checkbox"/> Expected benefit(s) or outcome(s) <input checked="" type="checkbox"/> Target(s) (e.g., patient population, society)	P2/47-60 P3/80-91 P4/129-135 P5/162-189	Abstract Introduction Pathology Management of OSA
2. QUESTIONS Report the health question(s) covered by the guideline, particularly for the key recommendations.	<input checked="" type="checkbox"/> Target population <input checked="" type="checkbox"/> Intervention(s) or exposure(s) <input type="checkbox"/> Comparisons (if appropriate) <input type="checkbox"/> Outcome(s) <input type="checkbox"/> Health care setting or context	P3/80-91 P2/51-54 P3/105-109	Introduction Abstract Epidemiology
3. POPULATION Describe the population (i.e., patients, public, etc.) to whom the guideline is meant to apply.	<input checked="" type="checkbox"/> Target population, sex and age <input checked="" type="checkbox"/> Clinical condition (if relevant) <input type="checkbox"/> Severity/stage of disease (if relevant) <input type="checkbox"/> Comorbidities (if relevant) <input type="checkbox"/> Excluded populations (if relevant)	P3/105-109 P4/117-127 P4/138-147	Epidemiology Etiology Clinical presentation
DOMAIN 2: STAKEHOLDER INVOLVEMENT			
4. GROUP MEMBERSHIP Report all individuals who were involved in the development process. This may include members of the steering group, the research team involved in selecting and reviewing/rating the evidence and individuals involved in formulating the final recommendations.	<input checked="" type="checkbox"/> Name of participant <input checked="" type="checkbox"/> Discipline/content expertise (e.g., neurosurgeon, methodologist) <input checked="" type="checkbox"/> Institution (e.g., St. Peter's hospital) <input checked="" type="checkbox"/> Geographical location (e.g., Seattle, WA) <input type="checkbox"/> A description of the member's role in the guideline development group	Page 1	

<p>5. TARGET POPULATION PREFERENCES AND VIEWS Report how the views and preferences of the target population were sought/considered and what the resulting outcomes were.</p>	<p><input type="checkbox"/> Statement of type of strategy used to capture patients'/publics' views and preferences (e.g., participation in the guideline development group, literature review of values and preferences)</p> <p><input type="checkbox"/> Methods by which preferences and views were sought (e.g., evidence from literature, surveys, focus groups)</p> <p><input type="checkbox"/> Outcomes/information gathered on patient/public information</p> <p><input checked="" type="checkbox"/> How the information gathered was used to inform the guideline development process and/or formation of the recommendations</p>	P6-17/203-333	Case 1 Case 2
<p>6. TARGET USERS Report the target (or intended) users of the guideline.</p>	<p><input type="checkbox"/> The intended guideline audience (e.g. specialists, family physicians, patients, clinical or institutional leaders/administrators)</p> <p><input checked="" type="checkbox"/> How the guideline may be used by its target audience (e.g., to inform clinical decisions, to inform policy, to inform standards of care)</p>	P5-6/173-180	Management of OSA
DOMAIN 3: RIGOUR OF DEVELOPMENT			
<p>7. SEARCH METHODS Report details of the strategy used to search for evidence.</p>	<p><input checked="" type="checkbox"/> Named electronic database(s) or evidence source(s) where the search was performed (e.g., MEDLINE, EMBASE, PsychINFO, CINAHL)</p> <p><input type="checkbox"/> Time periods searched (e.g., January 1, 2004 to March 31, 2008)</p> <p><input type="checkbox"/> Search terms used (e.g., text words, indexing terms, subheadings)</p> <p><input type="checkbox"/> Full search strategy included (e.g., possibly located in appendix)</p>		MEDLINE PUBMED AJODO
<p>8. EVIDENCE SELECTION CRITERIA Report the criteria used to select (i.e., include and exclude) the evidence. Provide rationale, where appropriate.</p>	<p><input checked="" type="checkbox"/> Target population (patient, public, etc.) characteristics</p> <p><input type="checkbox"/> Study design</p> <p><input type="checkbox"/> Comparisons (if relevant)</p> <p><input type="checkbox"/> Outcomes</p> <p><input type="checkbox"/> Language (if relevant)</p> <p><input type="checkbox"/> Context (if relevant)</p>	P4/117-127	Etiology
<p>9. STRENGTHS & LIMITATIONS OF THE EVIDENCE Describe the strengths and limitations of the evidence. Consider from the perspective of the individual studies and the body of evidence aggregated across all the studies. Tools exist that can facilitate the reporting of this concept.</p>	<p><input type="checkbox"/> Study design(s) included in body of evidence</p> <p><input type="checkbox"/> Study methodology limitations (sampling, blinding, allocation concealment, analytical methods)</p> <p><input type="checkbox"/> Appropriateness/relevance of primary and secondary outcomes considered</p> <p><input type="checkbox"/> Consistency of results across studies</p> <p><input type="checkbox"/> Direction of results across studies</p> <p><input type="checkbox"/> Magnitude of benefit versus magnitude of harm</p> <p><input checked="" type="checkbox"/> Applicability to practice context</p>	P18/357-367	Management of OSA

<p>10. FORMULATION OF RECOMMENDATIONS Describe the methods used to formulate the recommendations and how final decisions were reached. Specify any areas of disagreement and the methods used to resolve them.</p>	<p><input type="checkbox"/> Recommendation development process (e.g., steps used in modified Delphi technique, voting procedures that were considered)</p> <p><input type="checkbox"/> Outcomes of the recommendation development process (e.g., extent to which consensus was reached using modified Delphi technique, outcome of voting procedures)</p> <p><input checked="" type="checkbox"/> How the process influenced the recommendations (e.g., results of Delphi technique influence final recommendation, alignment with recommendations and the final vote)</p>	P6/187-193	Management of OSA
<p>11. CONSIDERATION OF BENEFITS AND HARMS Report the health benefits, side effects, and risks that were considered when formulating the recommendations.</p>	<p><input checked="" type="checkbox"/> Supporting data and report of benefits</p> <p><input type="checkbox"/> Supporting data and report of harms/side effects/risks</p> <p><input type="checkbox"/> Reporting of the balance/trade-off between benefits and harms/side effects/risks</p> <p><input type="checkbox"/> Recommendations reflect considerations of both benefits and harms/side effects/risks</p>	P18/357-367	Discussion
<p>12. LINK BETWEEN RECOMMENDATIONS AND EVIDENCE Describe the explicit link between the recommendations and the evidence on which they are based.</p>	<p><input checked="" type="checkbox"/> How the guideline development group linked and used the evidence to inform recommendations</p> <p><input type="checkbox"/> Link between each recommendation and key evidence (text description and/or reference list)</p> <p><input type="checkbox"/> Link between recommendations and evidence summaries and/or evidence tables in the results section of the guideline</p>	P18/370-381	Conclusion
<p>13. EXTERNAL REVIEW Report the methodology used to conduct the external review.</p>	<p><input type="checkbox"/> Purpose and intent of the external review (e.g., to improve quality, gather feedback on draft recommendations, assess applicability and feasibility, disseminate evidence)</p> <p><input type="checkbox"/> Methods taken to undertake the external review (e.g., rating scale, open-ended questions)</p> <p><input type="checkbox"/> Description of the external reviewers (e.g., number, type of reviewers, affiliations)</p> <p><input checked="" type="checkbox"/> Outcomes/information gathered from the external review (e.g., summary of key findings)</p> <p><input checked="" type="checkbox"/> How the information gathered was used to inform the guideline development process and/or formation of the recommendations (e.g., guideline panel considered results of review in forming final recommendations)</p>	P6-17/203-333	Case 1 Case 2
<p>14. UPDATING PROCEDURE Describe the procedure for updating the guideline.</p>	<p><input type="checkbox"/> A statement that the guideline will be updated</p> <p><input type="checkbox"/> Explicit time interval or explicit criteria to guide decisions about when an update will occur</p> <p><input checked="" type="checkbox"/> Methodology for the updating procedure</p>	P6-17/203-335	Case 1 Case 2

DOMAIN 4: CLARITY OF PRESENTATION

<p>15. SPECIFIC AND UNAMBIGUOUS RECOMMENDATIONS Describe which options are appropriate in which situations and in which population groups, as informed by the body of evidence.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A statement of the recommended action <input checked="" type="checkbox"/> Intent or purpose of the recommended action (e.g., to improve quality of life, to decrease side effects) <input type="checkbox"/> Relevant population (e.g., patients, public) <input type="checkbox"/> Caveats or qualifying statements, if relevant (e.g., patients or conditions for whom the recommendations would not apply) <input type="checkbox"/> If there is uncertainty about the best care option(s), the uncertainty should be stated in the guideline 	<p>P 17-18/338-367</p>	<p>Discussion</p>
<p>16. MANAGEMENT OPTIONS Describe the different options for managing the condition or health issue.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of management options <input checked="" type="checkbox"/> Population or clinical situation most appropriate to each option 	<p>P5-6/166-200 P 17-18/338-367</p>	<p>Management of OSA Discussion</p>
<p>17. IDENTIFIABLE KEY RECOMMENDATIONS Present the key recommendations so that they are easy to identify.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Recommendations in a summarized box, typed in bold, underlined, or presented as flow charts or algorithms <input checked="" type="checkbox"/> Specific recommendations grouped together in one section 	<p>P18-19/370-383</p>	<p>Conclusion</p>

DOMAIN 5: APPLICABILITY

<p>18. FACILITATORS AND BARRIERS TO APPLICATION Describe the facilitators and barriers to the guideline's application.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Types of facilitators and barriers that were considered <input type="checkbox"/> Methods by which information regarding the facilitators and barriers to implementing recommendations were sought (e.g., feedback from key stakeholders, pilot testing of guidelines before widespread implementation) <input checked="" type="checkbox"/> Information/description of the types of facilitators and barriers that emerged from the inquiry (e.g., practitioners have the skills to deliver the recommended care, sufficient equipment is not available to ensure all eligible members of the population receive mammography) <input checked="" type="checkbox"/> How the information influenced the guideline development process and/or formation of the recommendations 	<p>P 17-18/338-367</p>	<p>Discussion</p>
<p>19. IMPLEMENTATION ADVICE/TOOLS Provide advice and/or tools on how the recommendations can be applied in practice.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional materials to support the implementation of the guideline in practice. For example: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Guideline summary documents <input type="checkbox"/> Links to check lists, algorithms <input type="checkbox"/> Links to how-to manuals <input type="checkbox"/> Solutions linked to barrier analysis (see Item 18) <input type="checkbox"/> Tools to capitalize on guideline facilitators (see Item 18) <input type="checkbox"/> Outcome of pilot test and lessons learned 	<p>P 17-18/338-367</p>	<p>Discussion</p>

<p>20. RESOURCE IMPLICATIONS Describe any potential resource implications of applying the recommendations.</p>	<p><input type="checkbox"/> Types of cost information that were considered (e.g., economic evaluations, drug acquisition costs)</p> <p><input type="checkbox"/> Methods by which the cost information was sought (e.g., a health economist was part of the guideline development panel, use of health technology assessments for specific drugs, etc.)</p> <p><input type="checkbox"/> Information/description of the cost information that emerged from the inquiry (e.g., specific drug acquisition costs per treatment course)</p> <p><input checked="" type="checkbox"/> How the information gathered was used to inform the guideline development process and/or formation of the recommendations</p>	P 17-18/338-367	Discussion
<p>21. MONITORING/ AUDITING CRITERIA Provide monitoring and/or auditing criteria to measure the application of guideline recommendations.</p>	<p><input checked="" type="checkbox"/> Criteria to assess guideline implementation or adherence to recommendations</p> <p><input checked="" type="checkbox"/> Criteria for assessing impact of implementing the recommendations</p> <p><input type="checkbox"/> Advice on the frequency and interval of measurement</p> <p><input checked="" type="checkbox"/> Operational definitions of how the criteria should be measured</p>	P 17-18/338-367	Discussion Management of OSA
DOMAIN 6: EDITORIAL INDEPENDENCE			
<p>22. FUNDING BODY Report the funding body's influence on the content of the guideline.</p>	<p><input checked="" type="checkbox"/> The name of the funding body or source of funding (or explicit statement of no funding)</p> <p><input checked="" type="checkbox"/> A statement that the funding body did not influence the content of the guideline</p>	P1	Cover letter
<p>23. COMPETING INTERESTS Provide an explicit statement that all group members have declared whether they have any competing interests.</p>	<p><input checked="" type="checkbox"/> Types of competing interests considered</p> <p><input type="checkbox"/> Methods by which potential competing interests were sought</p> <p><input type="checkbox"/> A description of the competing interests</p> <p><input type="checkbox"/> How the competing interests influenced the guideline process and development of recommendations</p>	P1	Cover letter

From: Brouwers MC, Kerkvliet K, Spithoff K, on behalf of the AGREE Next Steps Consortium. The AGREE Reporting Checklist: a tool to improve reporting of clinical practice guidelines. *BMJ* 2016;352:i1152. doi: 10.1136/bmj.i1152.

For more information about the AGREE Reporting Checklist, please visit the AGREE Enterprise website at www.agreetrust.org.

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 *As the checklist was provided upon initial submission, the page number/line number reported may be changed due to copyediting and may not be referable in the published version. In this case, the section/paragraph may be used as an alternative reference.