

# CSANZ Position Statement /Position Statement Update/Practice Update

## Proposer

1. CSANZ Board
2. CSANZ Council
3. CSANZ Working Group - approved by, and associated with at least one Council or to be approved by the Board

Complete Position Statement or Practice Update form section 1: Note of Intent

## QSC Checklist

1. Name of Document
2. Background
3. Writing Group Members
  - Named
  - Listed expertise appropriate for document intent
  - Representative of relevant Craft Groups
  - Representative of Australia and NZ
4. Determine if additional CSANZ Council/ other input is required
5. Assess process
  - Open call
  - Adequate stakeholder
  - Multidisciplinary
  - Consumer representation
  - Binational
  - Conflict of Interest (COI) and management
6. External peer review\*
  - Input planned and identified

1. Manuscript written
2. Complete Position Statement or Practice Update form section 2 either
  - Position Statement Template, or
  - Practice Update Template

QSC Informs Proposer

Accepted proposal

QSC Decision

Declines proposal

QSC Informs Proposer

★ If authors are planning submission to the HLC Journal for publication, early notification to the HLC Journal and familiarisation with manuscript requirements is valuable.

Complete Position Statement or Practice Update form section 3 – Cover Letter

Manuscript submitted to QSC

## QSC reviews document

1. Makes suggestions
2. May request additional external review
3. Proceeds to QSC decision

## QSC Chair

1. Writes to author to advise submitting to Board for ratification
2. Writes to author declining submission to Board for ratification

Board Decision

CSANZ Board rejects ratification

CSANZ Board ratifies document

1. CSANZ CEO informs author of Board decision
2. Document uploaded to CSANZ website
3. State date next revision/update
4. Encourage author to submit to Heart Lung Circulation journal (external process)

\*The QSC serves as an approval committee, not a peer review committee. Whilst the QSC committee provides feedback, this does not replace expert external review.

\*\*CSANZ Document Governance (<https://www.csanz.edu.au/csanz-position-statements-process/>)