

# Submission Requirements

## Position Statement/ Position Statement Update/ Practice Update

Note of intent, cover letter and template required for submission to the CSANZ Quality Standards Committee for a Position Statement or Practice Update.

### Instructions to authors:

1. Please utilise this form to document the governance process, compliance with requirements and minimum mandated inclusions for all documents that are a CSANZ Position Statement or Practice Update.
2. A [process flow diagram](#) is available for an overview of the process to assist you.
3. Please note:
  - a. The CSANZ Quality Standards Committee reserves the right to not consider a CSANZ document if work on the manuscript precedes manuscript creation approval. This does not preclude publication or dissemination of the contents via other avenues.
  - b. Ideally, at least 50% of the writing group will have no relevant conflict of interest relationship with industry.
  - c. Industry support for development of CSANZ documents is not permitted.

*Please note, this document will be publicly available, on the CSANZ website such that readers of the future manuscript are able to check the document creation governance.*

## Section 1: Note of Intent

1. **Note of intent date of submission:** \_\_\_\_\_
2. **This document is a: (tick one)**
  - New Position Statement
  - Review and update to an existing Position Statement
  - New Practice Update
  - Review and update to an existing Practice Update
3. **Manuscript name:** \_\_\_\_\_

**4. Proposer (tick at least one) and provide name if requested:**

CSANZ Board

CSANZ Council Name: \_\_\_\_\_

CSANZ Working Group Name: \_\_\_\_\_

*(Requires Board or Council approval, as per associated flow chart)*

**5. Background (i.e. why this document is needed):**

**6. Proposed Writing Group expertise and representation:**

Role	Title	Name	Expertise	Location (City, Country)	Conflict(s) of Interest
Chair					
Co-chairs					
Writing Committee Members					

**7. Funding Sources:**  
*(Name of organisation, purpose, funding for an individual or the document, amount.)*

*Tick if not applicable*

**Funding source details**

**8. Ideally, the writing group will have been convened in an open and transparent manner, be representative of the various craft groups working in the field, and representative of both Australia and New Zealand.**

Please confirm which of the following statements apply (*tick all that apply*):

The writing group has been convened through an open expression of interest process.

*(e.g. EOI emailed to members of the Council generating the document by CSANZ office).*

There is adequate stakeholder representation.

There is multidisciplinary involvement.

There is consumer engagement.

There is binational input.

**9. External review**

<p><b>External Reviews: *</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Professional description</li> <li>• Area of expertise</li> </ul> <p>External review with a content expert is recommended. Please provide details if this has occurred.</p> <p>If not, please respond below.</p>	
<p>If no external reviewer sought, please explain why</p>	

*\* Notification of external reviewers can be advised during document development if not known at outset.*

**Please note:** The Quality Standards Committee serves as an approval committee, not a peer review committee. Whilst this committee provides feedback, this does not replace expert external review.

**10. Other comments**

## Section 2a: Position Statement Template

### Preparing your document

1. Title
2. Authors
3. Conflicts of Interest
4. Statement of Document Governance

If the document is approved by the CSANZ, the following document governance statement is to be included:

This is a (*Position Statement/Practice Update/Facilities or Training Statement*) of the Cardiac Society of Australia and New Zealand. Its development was initiated by (*CSANZ/HF/Other*) and the writing group was chaired by (*Assoc/Prof/Dr/ insert name*) representing the (*relevant*) Council of the CSANZ. Its contents (*have/have not*) undergone external consultation and/or external peer review. The following conflict of interest statements have been provided by members of the writing group: e.g. JPB Speaker fees (*pharmaceuticals, homeopathrus inc,*)...

The writing of this document was initiated in (*insert month and year*), endorsed by the CSANZ in (*insert month and year*) and is due for review and update in (*insert month and year*) .

## 5. Revision History

Version	Amendment Notes	Approved By
<i>Insert date and version number</i>	<i>Include Guideline</i>	<i>Insert CSANZ Council name and/or CSANZ Board</i>

**Disclaimer:** The CSANZ position statements represent the views of CSANZ and were produced after careful consideration of the scientific and medical knowledge and the evidence available at the time of dating. The CSANZ position statement is not responsible in the event of any contradiction, discrepancy and/or ambiguity between the CSANZ position statement and any other official recommendations of guidelines issued by the relevant public health authorities, in relation to good use of healthcare or therapeutic strategies. However, the CSANZ position statement does not override in any way whatsoever the individual responsibility of health professionals to make appropriate and accurate decisions in consideration of each patient's health condition, and in consultation with that patient and the patient's caregiver where appropriate and/or necessary. Nor does the CSANZ position statement exempt health professionals from taking careful and full consideration of the relevant official update recommendations or guidelines issued by the competent public health authorities to manage each patient's case considering the scientifically accepted data pursuant to their respective ethical and professional obligations. It is also the health professional's responsibility to verify the applicable rules and regulations relating to drugs and medical devices at the time of prescription.

## 6. Purpose

- Provide a short background and aim of the document.
- Reference to relevant changes compared to previous version/s

## 7. Use of the Document

- Suggestions for implementing the document recommendations

## 8. Key Principles

## 9. Abbreviations and Acronyms

## 10. Introduction

## 11. Headings relevant to the study

## 12. Appendices

## 13. References: All references must be numbered

## Section 2b: Practice Update Template

### Rationale:

CSANZ recognises that there are often excellent guideline documents developed by professional bodies such as the European Society of Cardiology (ESC) and American Heart Association (AHA).

At times, CSANZ Councils may determine a stand-alone local document is unnecessary. In that setting, CSANZ suggests the relevant Council recommends the external document is current with Australian practice OR consider creating a Practice Update, in contrast to a Position Statement.

### Proposed outline:

1. Identification of the relevant guideline document. Discuss why developed now – for e.g. What prior documents has it replaced, what significant advances have been made in the field etc
2. Consider a summary of take-home messages, recognising if these are new or refined from previously accepted practise\*
3. Consider creation of a pictorial or tabulated summary to convey key messages\*
4. Include a section highlighting any differences that exist for the care of the condition/s in the Australian and New Zealand contexts (will likely require a section for each country). These should note, but not be limited to, identification of:
  - a. Equity of access and care issues in the local context.
  - b. Availability of pharmaceuticals discussed, locally.
  - c. Local differences in criteria for accessing tests and therapies.
  - d. Outcome data locally, if known.
  - e. Identify local Registry data sets that exist.
5. Provide a list/ links to Australian and New Zealand patient resources. If these do not exist, the Council should consider whether creation of these, possibly as an extension to the Practice Update, should be undertaken.
6. References

**\* Authors need to respect copyright. As such, unless specific approval is sought and granted, reproduction of existing tables and diagrams from the source document is not acceptable.**

## Section 3: Cover letter

1. Cover letter date of submission: \_\_\_\_\_
2. Has the proposer or background changed since initial submission?  
If yes, please detail below. *If not please tick:*  N/A

3. Please confirm:
  - Document seen and approved by all authors.
  - Formal conflict of interest form for all authors attached / or detailed in template.
  - External reviewers, as above detailed, have seen and approved document in current form.

### Any other comments?

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Date reviewed by QSC \_\_\_\_\_ endorsed \_\_\_\_\_

Recommended for approval by CSANZ Board