Evidence-Based Dentistry Workgroup Member Description

**Summary:** This document outlines expectations for **workgroup members** in any of the workgroups in the Evidence-Based Dentistry committee at the American Academy of Pediatric Dentistry (AAPD). This will include requirements, time commitment and a summary of expectations.

**Position Summary:**

* Workgroup members are expected to:
* Participate in regular workgroup meetings.
* Collaborate with other workgroup members on data extraction and review of journal articles.
* Provide expertise on a clinical area on a topic covered in the systematic review or clinical practice guideline.
* Write components of the systematic review or clinical practice guidelines as assigned by the workgroup chair.
* Review/evaluate any existing guidelines and systematic reviews as appropriate.
* Select studies for full-text retrieval and extraction / Extract (Cochrane form) for each study selected.
* Perform evidence synthesis: Meta analysis or Narrative synthesis.
* Grade Evidence (based on GRADE criteria – Grading of Recommendations Assessment, Development and Evaluation).
* Work independently and as part of a team.
* Communicate verbally and in writing clearly and logically.
* Demonstrate personal integrity in all interactions.
* Develop a research protocol that includes PICO clinical questions.
* Modify guidelines according to external review recommendations.
* Perform other duties as assigned by the workgroup chair.

**Requirements:**

* Participation in either the ADA EBD workshop or the AAPD EBD workshop.
* Familiarity of meta-analysis and forest plots is required.
* Previous experience in working on systematic reviews and clinical
* practice guidelines (preferred).
* Acceptance and signing of the AAPD Volunteer Leader Agreement Form
* to secure copyright compliance, avoid conflicts of interest, and ensure
* confidentiality of data, recommendations, and drafts until publication.

**Term**

* Workgroup members will serve terms of variable length, from appointment at the initiation of the guideline development process until completion of their assigned guideline.

**\*Time Commitment:**

* **Workgroup Meetings:** 1-2 hours a month. Meetings may take place on the weekend depending on volunteer schedules. Workgroup members are also expected to attend (in-person or virtual) the AAPD Annual Session as their schedule allows.
* **Article Reviews:** 2-6 hours a week. Reviewing articles may take place over a 1–2-month period depending on the volume of literature.
* **Data Extraction:** 4-10 hours a week. Data extraction may take place over a 2-6-month period depending on the volume of data extracted.
* **Drafting Recommendation Statements:** 4-6 hours per recommendation. Drafting recommendations may take place over a 1-2-month period.
* **Reviewing Recommendation Statements:** 2-4 hours per recommendation. Reviewing recommendations may take place over a 1–2-month period.
* **Writing Components:** 5-10 hours per assignment. Writing components may take place over a 1–2-month period

**\****Time commitment may be subject to change, depending on workgroup need or project progress.*

Failure to achieve these performance requirements above may result in dismissal from the workgroup.