



Asia Pacific Association
of Medical Toxicology



European Association of Poisons Centres
and Clinical Toxicologists

CLINICAL TOXICOLOGY RECOMMENDATIONS COLLABORATIVE

DEFINITIONS AND PROCESS ¹

This group shall consist of three lead organizations and three collaborating organizations.

The Lead Organizations include the American Academy of Clinical Toxicology (AACT), the Asia Pacific Association of Medical Toxicologists (APAMT) and the European Association of Poisons Centres and Clinical Toxicologists (EAPCCT).

The Collaborating Organizations include the American Association of Poison Control Centers (AAPCC), the American College of Medical Toxicology (ACMT) and the Canadian Association of Poison Control Centres (CAPCC). Further, in order to ensure global appropriateness and usefulness of resulting recommendations, invitations to other organizations not listed for participation are actively encouraged.

Purpose: Develop scientific recommendations for the management of patients exposed to either common or serious poisoning for which the management is unclear.

Method: The three Lead Organizations will choose the topics. The Chair of the Steering Committee or the designated project leader will contact the *Clinical Toxicology* Reviews Editor and Editor in Chief regarding the intention to publish in that journal and ensure the effort is desirable and not duplicative.

Committees:

□ Governance Committee:

- Chair: One Lead Association Past President as appointed by consensus by the Lead Organizations current presidents for a four---year term.
- Members: Scientific Committee Chairs of the Lead Organizations, and one representative of the Past President group of each Lead Association as appointed by each association.
- Function: Choose appropriate clinical toxicology management topics based on medical community's need for guidance. Resolve any disagreement of credit attribution conflict. Oversee the work of the Steering Committee.
- Responsibility: Obtain votes of support from the organizations' boards for the chosen topic in a timely fashion.

□ Recommendation Steering Committee:

- Chair: Appointed by the Lead Organizations to oversee the entire process for a four (4) year term, with a renewable mandate.
- Members: Scientific Committee Chairs or designees of the Lead Organizations for a four (4) year term, with a renewable mandate.
- Function: Organize completion of the work within appropriate deadlines using predetermined methodology. Publish a methodology paper that is voted on by all participating organizations when significant changes are made to the existing methodology.
- Responsibility: Build a team of skilled scientists and health care professionals to do literature research of the topic utilizing a medical librarian/librarians and a well---defined and accepted searching method

¹ 2016. Approved by AACT, APAMT & EAPCCT. DOCUMENT NOT FOR PUBLICATION.



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- **Systematic Review Committee:**
 - Chair or Project lead: A designee of the Steering Committee to oversee the work.
 - Members: Members appointed by the Work Committee with input from the Scientific Chairs of the Lead Organizations, chosen for their ability, efficiency and skills.
 - Function: Complete a systematic review of the topic chosen.
 - Responsibility: Review the pertinent literature based on the search strategy with the intent to publish the results. (There will be no votes or official endorsement for this publication.)

- **Voting Statement Development Committee:**
 - Chair: The Steering Committee chair.
 - Members: Members appointed by the Scientific Chairs of the Lead and Collaborating Organizations. These will be members at large or those with specific topic expertise belonging to the Lead and Collaborating Organizations. When appropriate, external experts may be invited.
 - Function: Develop the voting statements that will be used in the final guidelines.
 - Responsibility: Review the literature review publication and develop voting statements that will ultimately lead to toxicology management guidelines. The membership of the contributing organizations will have opportunity to review and comment on the voting statements. The Voting statement development committee will consider the comments and may make changes. The boards of the Lead and Collaborating Organizations must agree on the final voting statements.

- **Recommendation Development Committee:**
 - Chair: One of the Steering Committee members.
 - Members: Members will be appointed by the Steering Committee in consultation with the Governance Committee from the Scientific Review and the Voting statement committees. These will be members at large or those with specific topic expertise belonging to the Lead and Collaborating Organizations. When appropriate, external experts may be invited.
 - Function: Develop the Clinical Recommendations and write the associated publication.
 - Responsibility: Consult the literature review publication, vote on the voting statements and develop the toxicology management recommendations. The boards of the Lead and Collaborating Organizations must vote whether to endorse the final recommendations, but will not be obligated to endorse any publication.
 - Endorsement: Organizations endorsing the recommendation will be listed as endorsing the guidelines within the publication. Any organization(s) not endorsing the recommendations may decide whether or not to be listed as “contributing”.

Committee Meetings & Credit

- Credit: Each organization may list the contributors to each committee on their websites.
- Meetings: All committees must hold meetings at least twice yearly in person with options for videoconferencing to attend. Committee members are expected to attend at least 75% of the meetings over a two---year period. In person meetings shall coincide with the APAMT, NACCT or EAPCCT yearly meetings.



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Other dispositions

- Throughout this process, it is expected that the Chair of the Steering Committee will communicate with the Chair of the Governance committee and Lead Association Presidents who will communicate with their boards, at least after each meeting.
- Further, it is expected that participants will follow procedures, use the tools provided and meet agreed upon deadlines. Failure to do any of the above could result in dismissal of the member and communication of the reasons why, and a request for replacement, to the Scientific Chairs.
- It is strongly suggested that the methods used are those currently scientifically accepted and that the librarian(s) currently used be continued to avoid costly duplication of efforts and retraining.
- Each Lead Association will consider the need to involve different and content--area expert individuals for each project dependent upon capacity, interest, willingness and with the necessary mentoring support as committee members are chosen.
- Each organization is highly encouraged to list the members of each committee on their websites in support of their participation in the collaborative effort.
- It is recommended that each organization include as a standing item in their respective board meetings, discussion of the progress of these projects.
- It is recommended that each organization provide as a standing item in their respective Annual Scientific Meeting, a venue for meetings of each Steering Committee, Scientific Review Committees and Clinical Recommendation Committee.

2016-2020 Nominations

Governance committee chair	Alex Campbell (UK) (EAPCCT)
Steering Committee chair	Sophie Gosselin (CAN) (AACT)
Voting panel committee chair	Robert S. Hoffman (US) (AACT)
AC decontamination Systematic Review	Lotte Hoegberg (DK) (EAPCCT)
QT prolongation Systematic Review	Rittirak Othong (Thailand) (APAMT)