



## MICHIGAN QUALITY IMPROVEMENT CONSORTIUM CLINICAL PRACTICE GUIDELINE DEVELOPMENT AND UPDATING

### ***PURPOSE***

- A. To achieve significant, measurable improvements in health care through the development and implementation of common evidence-based clinical practice guidelines.
- B. To design concise guidelines that are focused on key management components demonstrated to improve outcomes.
- C. The Michigan Quality Improvement Consortium desires to facilitate and standardize these processes.

### ***RESPONSIBILITY***

- A. The Medical Directors' Committee assumes oversight of the clinical practice guideline development process.
- B. The MQIC director and health care analyst facilitate this process.

### ***PROCEDURE***

#### **Guideline Development:**

- A. Clinical practice guideline topics are selected by the MQIC Medical Directors' Committee. Selection is based on a number of factors including data demonstrating relevancy to the health plans' population, scientific evidence, potential use of subject matter by the primary care practitioner, HEDIS<sup>®</sup> measures and internal/external requests for guideline development.
- B. The MQIC health care analyst conducts a search of current literature in support of the guideline topic. Computer database searches are used to identify published studies, existing protocols and/or national guidelines on the selected topic developed by organizations such as the American Diabetes Association, American Heart Association, American Academy of Pediatrics, etc. If available, clinical practice guidelines from participating MQIC health plans and Michigan health systems are also used to develop a framework for the new guideline.

- C. Using information obtained from literature searches and available health plan guidelines on the designated topic, the MQIC health care analyst prepares a draft guideline to be reviewed by the medical directors' committee at one of their scheduled meetings. Priority is given to recommendations with **[A]** and **[B]** levels of evidence.

On occasion, members of the committee volunteer to prepare a draft guideline to present to the committee for review.

- D. The initial draft guideline is reviewed, evaluated and revised by the committee resulting in draft two of the guideline. Additionally, the Michigan Academy of Family Physicians participates in guideline development at the onset of the process and throughout the guideline development procedure. The MQIC guideline feedback form, MQIC disclosure form and draft two of the guideline is distributed to the medical directors as well as the MQIC measurement and implementation group members for review and comments. The disclosure form is included with all requests for guideline review to ensure that MQIC guidelines remain free of commercial bias. Additionally, the medical directors' committee is requested to complete a disclosure declaration annually.
- E. Feedback from members is collected by the MQIC health care analyst and prepared for review by the medical directors' committee at their next scheduled meeting. The review, evaluation and revision process with several iterations of the guideline may be repeated over several meetings before consensus is reached on a final draft guideline.
- F. When consensus is reached on the final draft guideline, the medical directors approve the guideline for external distribution to practitioners with review and comments requested via the MQIC health plans (health care analyst distributes final draft and MQIC disclosure form to medical directors' committee, measurement and implementation groups to solicit feedback).
- G. The MQIC health care analyst also forwards the approved guideline draft and MQIC disclosure form to appropriate state medical specialty societies for their input.
- H. After all feedback is received from external reviews, it is presented for discussion along with any disclosure forms with potential conflicts of interest at the next scheduled committee meeting. Based on feedback, subsequent guideline review, evaluation and revision may be required prior to final guideline approval.

**Guideline Updating:**

- A. The MQIC clinical practice guidelines are reviewed and updated every two years. In addition, guidelines may be re-evaluated and updated at any time before the established two-year review cycle as new scientific evidence is released.

- B. Annually, the MQIC health care analyst distributes the MQIC guideline review schedule, guideline feedback form, disclosure form and current version of guidelines due for review within the calendar year to MQIC membership for internal and external review. In addition, the health care analyst also forwards the guideline and disclosure form to appropriate state medical specialty societies for their input. The health care analyst conducts a search of current literature for new scientific evidence on each guideline topic.
- C. A draft guideline is prepared based on new evidence, internal and external feedback. Based on the guideline's expiration date, drafts, feedback and disclosure forms with potential conflicts of interest are reviewed at an upcoming medical directors' committee meeting.
- D. The review, evaluation and revision process begins with the initial draft guideline and may continue over several meetings with multiple draft guideline iterations before approval is obtained on a final guideline.

**Guideline Distribution:**

- A. The MQIC health care analyst prepares approved guidelines for distribution. Portable Document Format (PDF) versions of the guidelines are used for distribution.
- B. The MQIC health care analyst distributes approved guidelines to MQIC membership via email.
- C. Approved MQIC guidelines are disseminated through email, U.S. mail and websites.
- D. In April of each year, the MQIC health care analyst completes an annual postcard mailing to all Michigan physicians. The statewide mailing list is derived from the Blue Cross Blue Shield of Michigan's provider database. Approximately 95% of the state's M.D.'s and 96% of the state's D.O.'s are included in the database.
- E. The MQIC health care analyst submits request to website vendor to post approved guidelines to MQIC website ([www.mqic.org](http://www.mqic.org)).
- F. The MQIC health care analyst submits request to the National Guideline Clearinghouse (NGC) to post approved guidelines to NGC website ([www.guideline.gov](http://www.guideline.gov)).