

ACCEPTANCE ONTO DIALYSIS GUIDELINE GROUP TIMELINE (2007- 2008)

Task No.	Task Name	Group Convenor	Group Member	CARI Office	External Review	Start Date	Finish Date
1	1st Guideline Group Meeting Decide topics, allocate responsibility (1 hour teleconference)	x	x	x		18 Jun 07	18 Jun 07
2	Finalise topics (2 weeks)	x	x			19 Jun 07	2 Jul 07
3	Attend Training Workshop & 1st Face to Face Meeting (1 day)	x	x			14 Sep 07	14 Sept 07
4	Refine questions (PICOM Table) (9 weeks)	x	x			22 June 07	24 Aug 07
5	Literature search / screen abstracts (3 weeks)			x		14 Sept 07	5 Oct 07
6	Retrieve papers (4.5 weeks)			x		5 Oct 07	07 Nov 07
7	Develop data abstraction form (4.5 weeks)	x	x			5 Oct 07	07 Nov 07
8	Select articles per criteria (4 weeks)	x	x			7 Nov 07	5 Dec 07
9	Identify additional papers (12 months)	x	x			8 Nov 07	6 Nov 08
10	Review articles (7 months)	x	x			6 Dec 07	7 July 08
11	Create selected evidence tables (9 weeks)	x	x			1 Feb 08	4 April 08
12	Draft selected rationale text / CPG (9 weeks)	x	x			1 Feb 08	4 April 08
	CHRISTMAS (2 week break)					21 Dec 07	4 Jan 08
13	2nd Guideline Group Meeting – Face to Face (1 day)	x	x	x		25 Mar 08	25 Mar 08
14	Circulate draft to other Guideline Group members & 2-3 appointed members of Steering Committee (1 week)	x	x		x	1 April 08	8 April 08
15	Consider comments received & amend draft guidelines (2 weeks)	x	x			10 April 08	25 April 08
16	Complete data extraction (7 weeks)	x	x			25 April 08	27 June 08

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17	Update / verify tables (8 weeks)			x		27 June 08	22 Aug 08
18	Revise text / CPG (12 weeks)	x	x			25 April 08	18 July 08
19	Send draft to CARI to upload to Website	x	x	x		21 July 08	21 July 08
20	Ask nephrology community for comments (4 weeks)				x	23 July 08	25 Aug 08
21	Update literature search (4 weeks)			x		27 Aug 08	24 Sept 08
22	Amend guidelines – respond to comments from nephrology community (2 weeks)	x	x			27 Aug 08	10 Sept 08
23	3rd Guideline Group Meeting – Face to Face (1 day) Discuss revised guidelines	x	x	x		19 Sept 08	19 Sept 08
24	Finalise draft for external review (send copy to CARI office) (4 weeks)	x	x			23 Sept 08	21 Oct 08
25	Peer Review & send guideline to lay member (4 weeks)				x	23 Oct 08	20 Nov 08
26	Advertise for Public consultation (4 weeks)			x		23 Oct 08	20 Nov 08
27	Reviewer comments sent to Guideline Group / revision of draft			x		24 Nov 08	24 Nov 08
28	Public comments sent to Guideline Group / revision of draft			x		24 Nov 08	24 Nov 08
	CHRISTMAS (2 week break)					21 Dec 08	4 Jan 09
29	Incorporate comments (4 weeks)	x	x			26 Nov 08	7 Jan 09
30	Revised draft sent to 2-3 members of Steering Committee for approval (2 weeks)				x	12 Jan 09	26 Jan 09
31	Finalise document (2 weeks)	x	x			28 Jan 09	9 Feb 09
32	Send guideline to Nephrology for publication			x		11 Feb 09	11 Feb 09