



SMALL WORKING GROUP NOMINATION FORM and CONFLICT OF INTEREST STATEMENT

The European Pressure Ulcer Advisory Panel (EPUAP), National Pressure Ulcer Advisory Panel (NPUAP) and Pan Pacific Pressure Injury Alliance (PPPIA) are starting the development of a third update of the International Pressure Injury/Ulcer Guideline to be published in 2019.

For this edition of the Guideline, the following associate organizations are also involved:

- Chinese collaboration of: Chinese Nursing Association and Jiangsu Nursing Association
- Indonesian collaboration of: Indonesian Wound Ostomy and Continence Nursing Association and Indonesian Wound Care Clinician Association
- Canadian collaboration of: Canadian Association for Enterostomal Therapy and Wounds Canada
- Japanese Society for Pressure Ulcers
- Korean Association of Wound Ostomy Continence Nurses
- Malaysian Society of Wound Care Professionals
- Philippine Wound Care Society
- Saudi Chapter of Enterostomal Therapy
- Taiwan Wound Ostomy and Continence Nurse Association
- Thai Enterostomal Therapy Society
- World Council of Enterostomal Therapists

A joint Guideline Governance Group (GGG) with representatives from the NPUAP, EPUAP and PPPIA has reviewed the guideline development process and now seeks expressions of interest from individuals who would like to nominate themselves or others for the Small Working Groups (SWG).

Members of the SWGs are responsible for:

- Conducting critical appraisal on the published research within a given topic (chapter).
- Contributing to data extraction.
- Making recommendations to the GGG for guideline revision and inclusions, based on their review of relevant evidence.

The SWGs will be composed of equal numbers of qualified individuals selected from nominations received from the participating organizations (NPUAP, EPUAP, PPPIA, and associate organizations). This broad representation of expertise will enhance the quality of SWG discussions and the quality of the guideline as a whole. We anticipate that SWGs will meet electronically by Webex and Zoom from 2018 on.

All SWG members are expected to participate at each stage of the process. In a collaborative process each SWG member must contribute sufficiently and in timely manner. It is not sufficient for a SWG member to limit their contribution to reviewing the work of others – this is the role

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of stakeholder reviewers. SWG members who are unable to meet the contribution expectations cannot be acknowledged in the Guideline. If a SWG member realises they are unable to meet contribution expectations this is to be discussed with the team as soon as possible.

Small Working Group Member Qualifications

The SWG members will:

1. Possess expertise in the SWG content area and a working knowledge of research methods sufficient for conducting critical appraisal.
2. Be a member of one of the participating organizations (e.g., member, trustee, board member, former trustee or board member [alumni]), or be a nominated representative of a participating organization.
3. Be free of major competing or conflicting interests, and must disclose the nature of any potential conflicts of interest, and if they exist, excuse themselves from related decisions. The SWG members and others involved in the actual development of the guideline are screened for potential conflicts of interest (COI). In the interest of transparency, SWG members will be required to complete a form identifying potential conflicts of interest on a yearly basis. Declarations of potential conflict will be requested prior to each meeting and will be published with the guideline.
4. Not have their primary employment in industry.
5. Have sufficient computer literacy to use word processing software, a web-based interface for document sharing and web-based conferencing applications. SWG members will require regular access to a computer with internet access, ability to access Word and PDF documents and an email address that is accessed on a regular basis. Some technical support will be provided by the methodologist and a web administrator; however, it is the responsibility of SWG members to ensure they have appropriate equipment and onsite support as required. The SWG members are expected to be responsive to communication from other members of their SWG, the GGG and the methodologist. It is reasonable to respond to email within five business days when working on a collaborative project.

Nominations for Small Working Groups

Persons wishing to nominate for the SWGs must submit:

- A 2 page resume outlining their expertise within the nominated SWG topic/s.
- Complete an SWG Nomination Form (see attached).
- Complete the COI form (see attached).

Please also decide, whether you are willing to translate primary research papers into English.

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Based on the geographic region or the association of the applicant's nominations should be addressed to:

EPUAP	Please send the applications via email to: Dr. Dominique Sigaud-Roussel: dominique.sigaud-roussel@univ-lyon1.fr with cc to Dr. Jan Kottner: jan.kottner@charite.de
NPUAP	Please send the applications via email to: Jennifer Wood: jwood@npuap.org with cc to Dr. Janet Cuddigan: jcuddiga@unmc.edu
PPPIA	Please send the applications via email to: Pam Mitchell: Pamela.Mitchell@cdhb.health.nz
Associate Organization	Please send email to local collaboration co-ordinator. To identify your local co-ordinator email: Dr Emily Haesler: admin@internationguideline.com

Closing date for nominations is 15 December, 2017.

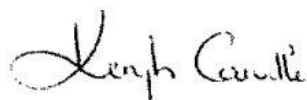
Successful nominees will be notified by 1 January, 2018.

All nominees will be invited to participate in the draft guideline online review process.

Sincerely,



Jan Kottner, PhD
GGG Chair, EPUAP



Keryln Carville, PhD
GGG Chair, PPPIA



Janet Cuddigan, PhD
GGG Chair, NPUAP

SMALL WORKING GROUP NOMINATION FORM

Name: _____

Organization membership/association: _____

Postal Address: _____

Country: _____

Email: _____

Phone Number: _____

Professional Qualifications: _____

Place of Employment: _____

Position: _____

Translation volunteer

Translators may be called on to screen scientific papers without English abstract against the inclusion criteria, or to undertake critical appraisal and data extraction for papers in languages other than English.

Are you available to perform translations: Yes No

List languages: _____

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The Guideline Topics/Chapters for Small Working Groups

Nominees for small working groups (SWGs) can nominate **three topics**, but no one will be assigned to more than two groups. **(Please tick/check topics of interest)**

Background

- Pressure injury/ulcer etiology
- Pressure injury/ulcer classification

Prevention

- Risk factors and risk assessment
- Skin and soft tissue assessment and management
- Medical device -related pressure ulcers/injuries

Prevention and Treatment

- Nutrition
- Support surfaces
- Repositioning and mobilization
- Heel pressure injuries
- Patient consumer involvement

Treatment

- Assessment of pressure injuries/ulcers and methods to monitor healing
- Pain assessment and management
- Cleansing, debridement and topical agents
- Wound Dressings
- Assessment and treatment of infection and biofilms
- Biophysical agents (e.g., light and energy therapies such as electrical stimulation, UV light, negative pressure wound therapy)
- Growth factors
- Biological dressings
- Surgery

Pressure Injuries/Ulcers in Specific Populations

- Individuals in the operating room
- Individuals requesting palliative care
- Individuals with spinal cord injury
- Children and neonates
- Individuals in critical care settings
- Bariatric individuals
- Individuals in community/home care settings

Facility Levels Considerations in Implementing Best Practice

- Facilitators and barriers to guideline implementation
- Health professional education
- Consumer issues, including quality of life, involvement in care and education

CONFLICT OF INTEREST FORM

(Version 5, 21 November, 2017)

In order to participate in the guideline development and update process group members **must declare** whether they have any **potential conflict of interest**. A conflict of interest arises in any situation in which a group member has a direct or indirect pecuniary or personal (e.g. academic advancement, community standing) interest in the way the guideline is developed, how decisions are made or how statements and/or recommendations are framed. Not all financial relationships with industry or other funding bodies represent true conflict of interests but nevertheless actual or potential conflicts of interest must be declared to enhance transparency and credibility of our guideline. The declarations will be published with the guideline.

Potential conflicts of interests (COI) will be declared and managed based on an adapted version of the Guidelines International Network Principles (Schünemann et al. 2015).

(1) Every GGG and SWG member must declare any potential COI according to the Disclosure Form **on an annual basis during the guideline development**.

(2) The conflict of interest statements are kept with the Chair persons of the NPUAP, EPUAP and PPPIA and the methodologist, and are valid for one year. Emergent conflicts of interest during the year must be declared immediately within the working process or meetings and on an updated COI form.

(3) Every person (SWG member, GGG members, GGG chairs) with a 'moderate' to 'very high' COI according to Appendix Table 2 in Schünemann et al. (2005) must:

- not review and/or critically appraise any papers in the area of the COI
- be excluded from any group discussions, statements and chapter preparations, and strength of evidence ratings.

Every COI is topic specific.

For now, please list all (actual and potential) conflicts of interests regarding the development and update of the 2019 International Pressure Ulcer Guideline 2019 that may arise from the following payments or services from industry for you or your institution within the **past 3 years**. In the appendix you find a more detailed explanation about the weight assignment and the relevance rating. The "weight" of your potential COI will be evaluated in conjunction with "relevance to topic".

Reference

Schünemann HJ, Al-Ansary LA, Forland F, Kersten S, Komulainen J, Kopp IB, Macbeth F, Phillips SM, Robbins C, van der Wees P, Qaseem A; Board of Trustees of the Guidelines International Network. Guidelines International Network: Principles for Disclosure of Interests and Management of Conflicts in Guidelines. *Ann Intern Med.* 2015;163(7):548-53.

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Name:

Organization:

Type of Interest	Nil/no interest	Interest to declare*				Topics List all guideline topics to which this COI relates
		Money paid to you	Money paid to your institution	Name of entity	Weight (1, 2, or 3)**	
Grants						
Consulting fees or honoraria						
Board memberships						
Payments/honoraria for lectures or publications						
Payments/honoraria for development of educational presentations						
Patents						
Support for travel to meetings for the guideline development/update						
Payment for writing or reviewing the guideline or parts of it						
Provision of other assistance for guideline development/update						
Other (e.g. academic)						

*Please tick the relevant box(es); **Up to \$1,000 weight = 1, \$1,000 to 5,000 weight = 2, \$5,000 and more weight = 3, includes nonmonetary values (e.g. travel, tickets etc.) (see next page) (refer to Appendix Table 1)

Name of signatory

Date

Signature (electronic is acceptable)

Appendix Table 1. "Weight" of potential conflict of interest based on "value."**

User instructions

Step 1. In Table A1, select a monetary and/or nonmonetary "value" on the scale labeled adding up all declared values for the 3 years prior to submission of the project or application per company or commercial sponsor (see examples in the legend to the table).

Step 2. Determine the "weight" using the column labeled "weight."

TABLE A1. "WEIGHT" OF POTENTIAL CONFLICT OF INTEREST (COI) BASED ON "VALUE"

Value Category (Monetary and/or Nonmonetary)*	Weight†
1. Up to \$1,000‡	1
2. \$1,001-5,000§	2
3. \$5,001-10,000¶	3
\$10,001-5,000	
\$50,001-100,000	
\$100,001 or more	

* Select a value category for the potential COI that reflects both monetary and non-monetary value combined (see ‡, §, ¶ below to determine any non-monetary value). Include direct or indirect financial interests such as research grants or similar (based on categories and ranges specified by the ATS Committee on Ethics and Conflict of Interest) in US\$; amounts will not be published or reported within ATS conferences or projects or otherwise reported by ATS to the public, with the exception of ATS official documents, where the dollar amount range of each participant's relationship per company or commercial sponsor (for the 3 years prior to submission of the draft document to the ATS Board of Directors) should be included in the disclosure statement that is published with the document. This information will be available ONLY to chairs and organizers of official ATS activities who will evaluate the COI disclosures and to the ATS Board of Directors and the Committee on Ethics and Conflict of Interest, if necessary.

† Used with relevance rate (see Table A2) to calculate significance.

‡ Example of nonmonetary value in category 1: a pen, pencil, cell phone.

§ Example of nonmonetary value in category 2: paid tickets to the Super Bowl or World Cup final for the family.

¶ Example of nonmonetary value in category 3: free first class ticket to Australia from North America for spouse or family.

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Appendix Table 2. Relevance to the topic.*

User instructions

Step 3. Rate the "Relevance" of a potential conflict of interest by choosing descriptor or number:

TABLE A2. RELEVANCE TO THE TOPIC

Relevance	None 0	Very Low 1	Low 2	Moderate 3	Moderate to High 4	High 5	Very High 6
Description	Topic of interest is not relevant and unrelated to a competing interest	Topic of interest is somewhat relevant and related to a competing interest	Topic of interest is highly relevant or directly related to the declared competing interest				
Examples	A statistician involved in conducting meta-analysis on pneumonia guidelines who consulted for a spirometer device company	A methodologist has given a methods focused presentation at an event sponsored by a for-profit organization whose products will be discussed by a guideline panel	A researcher has received personal honoraria for speaking about medications that is produced by a sponsor. Other products of this sponsor will be discussed by a guideline panel	A researcher has received personal honoraria for speaking about a medication that will be the topic of a recommendation in a guideline	A researcher's career is focused on the exploration of a topic about which a recommendation for additional resources will be made to a funding agency	A clinical researcher has received a research grant and/or honoraria from a for-profit sponsor that is related to exploring the efficacy of a medication that will be discussed by a guideline panel. The guideline panel may make recommendations for its use	A researcher is the owner or major shareholder of a company that produces a device or medication about which a recommendation will be formulated by a guideline panel

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