

ENDORSEMENT POLICY

1. Background

The Australian and New Zealand Intensive Care Society develops and endorses documents from within the Society and its Standing Committees for external publication. Occasionally, the Society receives requests from external organisations to provide endorsement or support of externally created publications or activities, which may include guidelines, policies, position statements, campaigns or summits.

2. Purpose

To provide a formal policy and framework for decision making on when the Society will provide endorsement and when it will provide support for external publications or activities.

3. Definitions

- **Activity:** includes scientific conferences, meetings, courses, campaigns or summits.
- **Publication:** includes guidelines, policies and position statements.
- **ANZICS Representative:** an ANZICS member who is acting on behalf of the Society in contributing towards an activity or publication. The representative may be selected by the Board or may with the approval of the Board volunteer *a priori* to represent ANZICS in such a capacity.

4. Statement

ANZICS may provide support for publications or activities at one of the following levels:

- ANZICS Endorsed
- ANZICS Supported

5. ANZICS Endorsed

Endorsement may be granted if:

- I. The objectives of the activity or publication are in accord with the aims and objectives of the Society as described in Clause 2a of the Memorandum of Association, **and**;
- II. The Board, an ANZICS Standing Committee or an ANZICS Representative has made a significant contribution to the development of the activity or publication. The ANZICS Representative or equivalent shall provide to the Board a summary of the relevant content or key findings of the approved activity or publication, including areas of controversy if applicable, along with a

recommendation on endorsement of the activity or publication.

Endorsement by the Society shall not be taken as acceptance of any financial responsibility or commitment by the Society unless such involvement is specifically approved by the Board.

6. ANZICS Supported

Support of a publication or activity may be granted if:

- I. The objectives are in accord with the aims and objectives of the Society as described in Clause 2a of the Memorandum of Association, and;
 - II. The organising committee, scientific committee or equivalent governing body includes a member of the Society. This member shall on application provide the ANZICS Executive with a summary of the relevant content or key findings of the approved activity or publication,
- OR**
- III. Where a request for ANZICS support is made by an external organisation and the organising committee, scientific committee or equivalent governing body does not include a member of the Society, support may be considered at the discretion of the ANZICS Executive.

The granting of support shall not be taken as acceptance of any financial responsibility or commitment by the Society unless such involvement is specifically approved by the Board. Once approval is given, organisers may use the term “This is an ANZICS-supported course” (or similar) in their marketing. This does not imply that the Society will actively promote the course. Examples: The Basic Assessment and Support in Intensive Care (BASIC) Course, The Australia and New Zealand Cardiac Surgery Advanced Life Support (CALS-ANZ) Course.

7. Application and Assessment Process

Applications shall be submitted to the Executive Committee. The Executive Committee shall review the application to determine if the objectives of the publication or activity are in accord with the aims and objectives of the Society as described in Clause 2a of the Memorandum of Association. If determined to be in accordance with the aims and objectives of the Society, the application may then be forwarded to any relevant ANZICS Standing Committee(s) or member(s) who are experts in the field for consideration and a recommendation on endorsement or support to the Executive or the Board.

The final decision regarding endorsement rests with the Board. The final decision regarding support rests with the Executive who may at their discretion seek a decision by the Board for specific requests.

Where it is impractical due to time constraints or any other reason for the Board to address a specific request for endorsement or support in a face-to-face meeting, this may be achieved by out-of-session correspondence. In this case, a majority decision by the Board is required for endorsement (greater than 50% of Board members to indicate a positive response to the request).

8. Assessment Criteria

Applications must include the following information:

- Title/Name of publication or activity
- Whether the application is for ANZICS Endorsement or ANZICS Support Name of responsible Society/Organisation(s)
- Member involvement (where applicable)

- Objective of publication or activity specifically, how this accords with the aims and objectives of the Society
- Evidence base (where applicable), e.g. bibliography Period of validity (where applicable)
- Conflict of interest declaration

9. Endorsement and Support Requirements

- **Legal Advice:** Where there is uncertainty about issues of liability for an externally prepared document, the Society should seek legal advice.
- **Disclaimers and Guidelines:** A disclaimer must be included in a document when it incorporates clinical guidelines.
- **Attestation:** A declaration by the members involved in the preparation of any document, vouching for the veracity and quality of the document, is required as a basis for endorsement by the Society.
- **Conflict of Interest:** All potential conflict of interests must be declared. A conflict of interest exists when a member of the Society or external organisation has an interest in something inside or outside of the Society that has a potential to influence how that member acts. A conflict of interest need not necessarily be financial; it might be indirect or even perceived.
- **Financial Support:** Where the Society has financially supported a process or development of a policy, this does not guarantee inclusion into any of these categories.
- **Logo:** The ANZICS logo can only be used when the Society has endorsed or supported a publication or activity and should note whether the publication or activity is “ANZICS endorsed” or “ANZICS supported”.