

## **Society of Gynecologic Surgeons Systematic Review Group Policies and Procedures**

### **Mission**

In order to advance the evidence-based practice of gynecologic surgery, the Society of Gynecologic Surgeons (SGS) Research Committee formed the Systematic Review Group (SRG). Since 2007, the objective of this group has been to systematically review the important subjects and controversies in the field of gynecologic surgery and to produce evidence-based clinical practice guidelines. The SRG includes members with varying areas of clinical and surgical expertise and methods consultants with expertise in the conduct of systematic reviews and guideline development.

### **Authority**

The SRG and its research projects are operating under the supervision of the SGS Research Committee Chair, the Research Committee and SGS Board of Directors. The Chair has the autonomy to make executive decisions and will bring issues to the committee as needed. Any issue that the committee cannot resolve will be taken to the SGS Board of Directors.

### **Membership**

Membership is open to any interested SGS member and guests attending the meeting who are planning to become an SGS member. Current Fellows can join under an Associate SGS membership. Application requests to join the SRG can be directed to the Chair of the SGS Research Committee and will include a statement of why the individual wants to be on the SRG and their curriculum vitae. A three-year commitment to the group is expected, but interested people are welcomed to stay in the group longer than 3 years.

### **Meetings**

The SRG will meet as a group at the annual SGS and annual American Urogynecological Society (AUGS) meetings. Regular conference calls, lead by the project Principle Investigator (PI), are to be held to keep projects on the timeline. SRG members are expected to attend both meetings (although leeway is given regarding attendance at AUGS for members who do not specialize in FPM&RS). In the unfortunate cases where members cannot attend the meeting at SGS, preference for participation in new projects will be given to those who were present at the meeting.

### **Projects and Principal Investigators**

Projects will be chosen at the in person group meeting at SGS or AUGS. Potential projects are to be submitted to the research Committee Chair upon his/her request and in the format desired by the Chair. Projects will be voted on at the group meeting and selected based on majority vote along with input from the Chair. The number of projects chosen will be determined by the Chair with the input of the Research Committee as needed. The project proposer will be the PI for that project unless otherwise worked out prior to voting on the project. Projects should result in a

Systematic Review using the GRADE System with an accompanying set of Guidelines. The Chair will organize the member makeup of the different projects to ensure a balanced distribution of work load taking into consideration the member's interest.

PIs are expected to see the project through to completion. To aid in this, all projects will develop timelines. Inability to reasonably comply with the timeline as defined by the Chair will result in corrective suggestions. Failure of corrective actions may result in a change in the PI at the recommendation of the Chair to the Committee who will decide by majority vote. It is expected that another member of the research group will then fill the PI role and the PI stay on as a group member.

The PI will be first author on the paper. Due to the nature of Systematic Reviews and Guideline development, author order determination is typically done during the writing phase based on the variable input each member has on the project. Disagreements in author order are to be resolved by the Chair.

Once a member has served as a PI on a project, it is expected that they stay on for at least one more project and mentor a new PI. Thereby, all projects should have at least one experienced member (defined as having served as a first author publication of an SRG project) to mentor a new PI.