

Appendix: Identification and Selection of Clinical and Content Experts

Methods

1. Determine relevant areas of expertise

The guideline working group should determine what areas of expertise are needed to help inform the guideline. Suggested areas include:

- Family doctor/clinician (mandatory if there is limited representation in the working group)
- Public health/epidemiology/methodology
- Topic specific experts (e.g., for Osteoporosis it could include endocrinology, rheumatology, geriatrics, pharmacy or radiology)
- At least one expert who is a practicing clinician for the topic

Note: Clinical/content experts may overlap or cover more than one key area if necessary

The working group will narrow the areas of expertise to 3-4 key areas (e.g., 1 endocrinologist (practicing clinician), 1 rheumatologist, 1 public health/family physician, 1 musculoskeletal radiologist).

2. Determine criteria

Clinical/content experts should meet the following criteria:

- Must have academic affiliation
- Must have published on the topic
- Preferably Canadian
 - o Consideration of representation across Canada if possible

3. Locate clinical/content experts

The working group should be asked for their recommendations for potential clinical/content experts.

A google search can then be performed for the following items:

- o Top Canadian researchers in this field
- o Recent publications (search authors)
- o Top Canadian academics in guidelines, public health, preventive medicine

4. Prepare the list

The Science Team Lead will prepare a list of potential clinical experts (by area) with information on (a) biography/affiliation, (b) research interests, (c) contact information (d) Conflict of interest and (e) Applicable articles.

The majority of the information can be obtained from the associated academic site or a search of PubMed.

Conflict of interest (COI)

A brief search for potential COI (including financial and non-financial) should be performed using the following methods:

- PubMed search for most recent relevant publications to determine if COI was declared
- Look at other affiliations listed on academic site (e.g., on board of an advocacy group?). Search common advocacy groups to determine if they are listed (e.g., for Osteoporosis = Osteoporosis Canada, or groups related to DXA imaging)
 - Determine if COI associated with group or company

It is recommended to have at least 3 clinical/content expert options per area.

5. Finalize list and contact potential experts

The Science Team Lead will send the draft list of potential clinical/content experts to working group members for an opportunity to provide feedback. Following their review, the Working Group Chair will review and approve the final list of potential experts to contact. The final list should include experts with a variety of different perspectives.

The Science Team Lead will send invitations to potential experts via email. The Task Force Office will obtain signed disclosure and confidentiality forms from individuals who agree to participate as clinical/content experts.

6. Final approval

Disclosed interests will be assessed for COI according to the Task Force COI Policy (<https://canadiantaskforce.ca/wp-content/uploads/2020/10/COI-Policy-202008Final.pdf>). Invited clinical/content experts may act as advisors to guideline working groups once approved by the Task Force's Oversight Committee for COI.