**FREQUENTLY ASKED QUESTION REGARDING NEW TF SR PROCESSES AND SCOPING REVIEWS**

1. Is/are there any copies of a scoping review that can be shared with task forces and council writing groups as example of SAC requirements?
	1. **Yes, we will provide several examples of scoping reviews**
	2. **PRISMA guidelines provide a template for scoping reviews** [**http://www.prisma-statement.org/Extensions/ScopingReviews**](http://www.prisma-statement.org/Extensions/ScopingReviews)
2. Will the same PICOST submission form that was used for the CEE working group be utilized to submit to SAC for: a) scoping reviews, and b) TR systematic reviews? **The existing PICOST form is to be used for a new PICOST review, as it acts as guidance to the ESR or KSU. Taskforce based reviews will require a shorter “Information Specialist” form if assistance is required for developing new or updated search strategies. A shorter modified PICOST form will be developed to further assist the taskforce based review process.**
3. What is/are the decision process(es) for sending a PICO to long ESR/KSU process vs scoping review vs task force systematic review? **The criteria for allocation will primarily be based on the complexity of the PICOST (e.g. multiple overlapping PICOs). Other important factors include the requirement for involvement of multiple taskforces, the requirements for subgroup analyses, and the number of articles anticipated to need to be reviewed. SAC will assist the TF in the process for selection of type of review.**
4. Do all reviews (scoping, TF systematic, and long SR) require SAC approval once completed? **Yes, prior to documentation being published (internet or peer-reviewed).**
5. If a review is not approved (as in question 4), what is the process for having it edited and resubmitted? **The authors should edit and resubmit to SAC with the assistance of the SAC representative(s) to the TF.**
6. Are any trainings being provided for TF on how to do a scoping or TF systematic review? **Yes, articles will be distributed, online material will be developed, and zoom meetings will be scheduled**
7. If a PICO is undergoing/has undergone a scoping review, what is the ‘data threshold’ for triggering a TF SR? **If there is no existing CoSTR then a systematic review will be required to create this (via the outlined process). When there is an existing CoSTR, and the scoping review identifies studies that may impact on the TR, a systematic review should also be completed. A scoping review can only result in generate a narrative summary (Taskforce Insights).**
8. After 2020, will the SAC process remain a ‘batch and queue’ or will it take on a continuous role? **ILCOR has adopted the continuous evidence evaluation process and thus it will always be a continuous one unless the strategic plan changes. The way in which the continuous process will be maintained is currently being developed.**
9. If a TF does not complete all of the PICOs from C2010/2015, what is the process for working through the remaining PICOs? **Prioritization of topics by the task force allows the allocation of these topics into the relevant process. These include rerunning of existing search strategies (and evaluation of data identified) and creation of new search strategies (and evaluation of data identified) for task force based scoping reviews or systematic reviews, and if necessary ESR/KSU involvement.**
10. Is SMH doing search strategies for scoping reviews? If so, how many? **SMH services ended on 1 September 2019; however, interim IS support has been arranged until new contract(s) are in place.**
11. Once the taskforce PICO priority list is complete, does this list then require approval? If not do the TF determine which will go into TFSR vs Scoping review? **The lists do require oversight by SAC (via the TF SAC representatives) and SAC will assist the TF in determining which type of review to be conducted.**
12. Do all reviews (long SR, TFSR and scoping) require ILCOR Board acknowledgement? **Yes; however, this is an administrative task and takes less than 24 hours.**
13. Will TFSR be done by paid ESR? **NO**
14. Will scoping reviews be published somewhere? **If of sufficient quality they are encouraged to be published either independently or components incorporated as part of the 2020 COS summary.**
15. Are scoping reviews posted to [ILCOR.org](http://ILCOR.org)? If so, must they be in ‘draft’ form to avoid publishing conflicts? **All postings on ilcor.org of all reviews are labeled draft until published in a journal.**
16. Can we use qualified individuals outside the TF to conduct TF reviews: **Yes, so long as they complete a non-disclosure agreement and a conflict of interest form. The lead content expert must be a task force member.**
17. Can I use a local information specialist to develop the search strategy? **Yes, you are encouraged to do so if you believe the local IS to be well qualified to develop the search. The TF SAC representative will be responsible for confirming the adequacy of the search strategy.**
18. Do I need information specialist assistance if a SMH IS search was developed and used in 2015**? No, that search strategy was developed carefully by a qualified IS and you should use it to look for the recent articles.**
19. Do I need information specialist assistance for 2010 PICOs? **Yes, most likely that the search strategies will require expert assistance as in general they were not created by a trained IS.**
20. How do I find the 2010 and 2015 search strategies for existing PICOs? **Go to the documents tab on ilcor.org then click on the continuous evidence evaluation (CEE) icon. There you will find instructions on how to access those. Don’t forget that you may need to establish a password. Carefully read the instructions.**
21. Conflict of Interest (COI) and Non-Disclosure Agreements (NDA) must be completed by all team members. How is that managed? **The Task Force Chair 1) assures themselves that no specific financial or intellectual conflicts exist within the “team” with regard to the specific topic being addressed; 2) team member names are sent to Bill who check the COI data base for presence of COI disclosures and NDA completion; 3) if COI or NDAs are not in the data base each participant will be sent one or both documents to return ASAP before “team” begins work. The TFC verifies that there are no conflicts. If there are questions regarding financial or intellectual conflicts the matter should be sent to the COI committee for resolution.**