



Academy of Breastfeeding Medicine

Membership Management Services 140 Huguenot Street, 3rd Floor New Rochelle, New York 10801

Phone 800.990.4226 (Toll Free) 914.740.2115 (Local) Fax 914.740.2101

Email abm@bfmed.org Web www.bfmed.org

The following steps will be followed in the development of clinical protocols for the Academy of Breastfeeding Medicine (ABM):

- a) The Protocol committee defines a need for a protocol to be developed. An contributing author/expert panel is identified and appointed by the committee Chair to develop a draft protocol using evidence-based methodology (suggested size of panel 1-3 people). [See Instructions for Authors]
- b) A literature search (draft bibliography) and purpose of the protocol will be submitted by contributing author to protocol committee. (*Recommended time frame: within 1 month of accepting authorship*)
- c) An annotated bibliography (literature review), including salient gaps in the literature, is submitted by the expert panel to the Protocol Committee. (*Recommended time frame: within 2 months of accepting authorship.*) [See Instructions for Authors] The annotated bibliography will be sent to the ABM office for posting on the Members Only page.
- d) The draft protocol is submitted to the committee Chair and the assigned protocol resource person for review and formatting. (*Recommended time frame: within 2 months of completing annotated bibliography, i.e. within 4 months of accepting authorship.*) Failure to meet agreed upon deadline may result in reassignment of protocol to alternate expert author(s).
- e) The draft protocol is peer reviewed by individuals outside of contributing author/expert panel, including specific review for international applicability. The Protocol Committee's sub-group of international experts recommends appropriate international reviewers. The Chair and/or protocol resource person institutes and facilitates this process. Reviews are submitted to the committee Chair and resource person. (*Recommended time frame for completion: within 2 months of submission of draft*).
- f) The contributing author/expert panel and/or designated members of protocol committee work to amend the protocol as needed. (*Recommended time frame: 1 month*)
- g) The draft protocol is submitted to the ABM Board for review and approval. Comments for revision will be accepted for three weeks following submission. The Chair, resource person and protocol contributor(s) amend the protocol as needed. (*Recommended time frame: 2-3 weeks*)
- h) Following all revisions, the protocol has the final review by original contributor(s) to make final suggestions and ascertain whether to maintain contributing authorship. (*Recommended time frame 2 weeks*).
- i) The final protocol is submitted to the Board of Directors of ABM for approval. Two weeks will be

allowed to cast votes. The approval process will be completed within two months of original submission to the Board. A final reminder will be sent 2 days prior to the voting deadline. A two-thirds majority of Board members' positive vote is required for final approval.

- j) Authorship for the protocol is credited to the Academy of Breastfeeding Medicine Protocol Committee. Contributions of the author(s) is credited at end of protocol and includes lead contributors, chair of protocol committee, protocol resource person and the working protocol committee at the discretion of the chair of the committee. If the protocol development was supported by grant funds this will be noted.
- k) The finalized document is sent to *Breastfeeding Medicine* for publication after medical editing by the chair or the resource person. Once published, it will be sent to the ABM office staff for posting on the ABM web site. ABM headquarters will maintain a file of electronic and hard copies of each finalized protocol.
- l) The protocol is translated into Spanish and other languages using a process of translation into the relevant language with subsequent back-translation in writing by a qualified translator familiar with medical terminology who was not involved in the original translation to assure consistent content. Back-translation is reviewed by a designated member of the protocol committee (Translation Chair or his/her designee). Assistance with translation (by translator(s) and/or financial assistance) is credited in the translated document. All translations, back-translations and review processes will be coordinated and authorized by ABM. A statement authorizing the translation will be present on protocols which have had authorized translations performed, similar to a 'certificate of authenticity'.
- m) Protocols and annotated bibliographies are reviewed and updated as necessary every five years using evidenced based methodology. Contributors will be reminded of upcoming protocol expiration 4 years after approval. If original contributors are unable to perform this revision, alternate contributor(s) will be identified by the Protocol Committee to update the protocol. Revisions will be conducted sooner than 5 years if there are significant scientific findings that affect the content of the protocol. If the revised protocol is not available 5 years after original approval date, the protocol will be 'retired' from the web site until revision is available.