

ACR Appropriateness Criteria[®]
Organization and Composition of Expert Panels

I. Committee/Expert Panels Structure

A. Committee on Appropriateness Criteria

1. Includes the chairs from each of the expert panels and the chair of the Subcommittee on Relative Radiation Exposure and Dose.
2. May include members with expertise in other specialized areas such as methodology, utilization management, etc.
3. Provides direction for all panels including the overall criteria development process.

B. Diagnostic Imaging Expert Panels

1. Committee on Breast Imaging for Appropriateness Criteria and Guidelines
2. Cardiac Imaging
3. Gastrointestinal Imaging
4. Musculoskeletal Imaging
5. Neurologic Imaging
6. Pediatric Imaging
7. Thoracic Imaging
8. Urologic Imaging
9. Vascular Imaging
10. Women's Imaging

C. Interventional Radiology Expert Panel

D. Radiation Oncology Expert Panels

1. Bone Metastases
2. Brain Metastases
3. Breast
4. Gynecology
5. Head & Neck
6. Hodgkin's Lymphoma
7. Lung
8. Rectal/Anal

E. Subcommittee on Relative Radiation Exposure and Dose

1. Assigns and regularly reviews the Relative Radiation Level assignments for the imaging procedures in the Appropriateness Criteria documents.
2. Reviews the "Radiation Dose Assessment Introduction" document and develops and/or reviews other "dose" related information included in the Appropriateness Criteria topics.

II. Expert Panel Composition

A. Panels should have 10-16 members.

B. All panels have a chair and a vice chair.

C. At least 60% of the panelists should be radiologists or radiation oncologists. These panelists must be ACR members.

D. Representation should be balanced to the extent possible:

1. All panel members should be considered expert in their area of radiology/radiation oncology.
2. There should be broad geographic and appropriate gender representation.
3. There should be representation from academic and community radiologists/radiation oncologists.
4. There should be representation from all imaging modalities

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- E. Appointment terms are for 4 years. The Chairman of the Board of Chancellors can authorize extensions.
- F. All panels will have at least one non-radiologist or radiation oncologist representative from a medical specialty organization. Up to 40% of the panel's total members may be representatives from non-radiology or radiation oncology societies.

III. Expert Panel Roles and Responsibilities

A. Panel Chair

- 1. Is responsible for recruitment and selection of panel members.
- 2. Identifies non radiology consultant members that should be represented on the panel.
- 3. Assists ACR staff with “problem” panel member issues (e.g., lack of participation in panel activities, not meeting deadlines).
- 4. Makes topic assignments (i.e., assigns lead authors for all topics).
 - a) The panel chair may be the lead author for one or more topics, but this is not required given all the other responsibilities of the chair.
- 5. Participates in the development and review process for all of their panel's topics. This includes reviewing, commenting, and participating in voting rounds to assign appropriateness ratings.
- 6. Leads the conference calls to finalize topics.
- 7. Reviews all panel topics to ensure consistency across topics.
- 8. Works with panel to determine if new topics should be added and/or if existing topics can be combined or retired.
- 9. Works with ACR staff to select topics for publication in various journals.
- 10. Participates on the Committee on Appropriateness Criteria.
 - a) Attends annual meeting in Chicago.
 - b) Receives copies of finalized topics from all panels.
- 11. Attends annual ASTRO reception (radiation oncology panel members).
- 12. Attends annual RSNA reception (diagnostic, interventional, and radiation oncology panel members).
- 13. Attends panel meetings – meetings of all panels are held at the respective subspecialty society meeting if attendance is high enough to warrant a meeting.

B. Panel Vice Chair

- 1. Assumes the chair position when the chair rotates off the panel.
- 2. Assists with the recruitment of new panel members and assumes the chair's duties when he/she is not available to lead conference calls or conduct other panel activities.

C. Panel Member

- 1. Assigned as a principal author by the Chair of the Expert Panel for the development of a new topic and/or review of an existing topic(s). (NOTE: Non-radiologist panel members are not assigned to be principal authors.)
- 2. Topic assignments will reflect panel member's area of expertise, interest and availability.
- 3. Panel members may be assigned as principal author for more than one topic.
- 4. The principal author may assign some of the research and writing responsibilities to a “Research Author”.
- 5. Participates in the development and review process for all of their panel's topics. This includes reviewing, commenting, and participating in voting rounds to assign appropriateness ratings.
- 6. Participates in conference calls to assign ratings for those procedures that do not reach consensus after 3 rounds.
- 7. Participates in conference calls to address program related issues.
- 8. Is encouraged to attend the annual ASTRO reception (radiation oncology panel members).
- 9. Is encouraged to attend annual RSNA reception (all panel members)

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10. Attends panel meetings – meetings of all panels are held at the respective subspecialty society meeting if attendance is high enough to warrant a meeting.

D. Research Author

1. A resident or junior physician selected by a panel member to assist with topic development and/or review.
2. Must have a mentoring or working relationship with the principal author and expertise in the field of radiology for the panel with which he/she will be participating.
3. Must submit a copy of their Curriculum Vitae to the ACR's Appropriateness Criteria[®] program staff.
4. Participates in the voting rounds (Delphi Process) for the topic they have written and reviewed. The Research Author will not participate in the voting rounds of other panel topics.
5. Works under the guidance and mentorship of the panel member.
6. The panel member mentoring the research author will ordinarily be listed as the principal author of the topic. The research author may be listed as the principal author at the discretion of the panel chair and panel member, depending on the research author's intellectual contribution to the topic.