

Position statement

The Development and Review of Professional Documents

Introduction

Professional issues arise through the discharge of clinical anaesthesia and pain management practice. These may come to the ASA's attention due to patient and member enquiries, through discussions with other kindred organizations such as the AMA or ANZCA, through interaction with government or regulatory intervention, via pressure from other stakeholders such as healthcare providers, the private health insurance, pharmaceutical and health technology industry, medical indemnity groups or other statutory bodies.

Purpose

Position statements are developed to formulate a view that reflects the vision, mission and current strategy of the ASA. In this sense they define the ASA position. The ASA position statements also function as guidelines. These documents are a tool to assist ASA committee members and others to provide members some guidance on clinical matters and non-clinical professional issues. The position statements do not supersede local jurisdictional requirements or replace legal advice that should be obtained in relation to individual situations.

Scope

This statement refers to ASA position statements and no other ASA policy, by-laws or documents endorsed from other organisations.

Structure and content

The typical position statement should include:

1. Title
2. Introduction providing a brief context for the development of position statement.
3. Definition of terms used in document.
4. Description of current circumstances or background details of the problem that has led to the need for the position statement.
5. Formal paragraphs addressing the key issues with guiding principles and suggestions.
6. Disclaimer paragraph
7. Conclusion including where this issue may be heading in the future.
8. References are provided and cited according to the Vancouver citing and referencing style.

Procedure

1. PIAC will determine which topics require a position statement. Requests for topics may come from other committees, council or the board. The development of a position statement will be in response to a need that may not be adequately addressed elsewhere.
2. The committee will allocate the development of a draft position statement to a subgroup of committee members who may co-opt the assistance of others outside the committee as required.
3. Consultation with other kindred organizations may be required.

4. It is expected that evidence from the literature be provided to substantiate statements where possible and referenced appropriately.
5. Draft position statements will be reviewed by the whole PIAC.
6. The PIAC chair will edit the position statements to ensure there is consistency in style, alignment with other ASA documents and values.
7. Approved final draft position statements will be sent to council for further review and ratification.
8. Council approved position statements will be formatted appropriately.
9. Once finalised, position statements will be uploaded to the ASA website.
10. All position statements will be reviewed as a minimum every two years to ensure they remain relevant and contemporaneous.
11. Feedback from members is welcome.
12. Position statements may be reviewed more frequently if required based on feedback or changing circumstances.

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