

Society of General Internal Medicine

Non-Emergent Requests for Action by SGIM Membership

The Society of General Internal Medicine will carefully consider all requests for action made by SGIM members and SGIM constituent groups, based on the following pathway. Each review step places the issue in a progressively larger organizational/societal context. This review will allow for appropriate prioritized resource utilization by the Society, consistent with the Society's values and mission.

“REQUEST FOR ACTION” ISSUE BRIEF: All non-emergent requests should be submitted as issue briefs to the appropriate SGIM Committee. Issue briefs should not be longer than necessary (appropriately brief). Include:

1. **Title and primary contact:** Title, primary contact name, SGIM membership status, contact information. When relevant, individuals should identify the group developing the request.
2. **Action item:** What action is being requested of SGIM? Be specific.
3. **Issue summary:**
 - a. **Background:** What is the issue's background/history? Include major bullet points.
 - b. **Evidence:** What is the evidence for endorsing the request?
 - c. **Benefits:** Who would benefit from the requested action?
 - d. **Adverse Effects:** Who would be negatively affected/alienated by action? What are likely downstream consequences of action/ inaction?
4. **Existing policy:** Does the Society have existing policy on the issue?
5. **Conflicts:** Does the Society or primary contact/group have conflicts in endorsement?
6. **Funding:** List all funding sources for this issue/proposal.
7. **Importance:** Why is this important to the Society (members, field or patients)?
8. **Values:** Is the action consistent with the Society's values/mission?
9. **Resources:** Estimate all SGIM resources (financial, personnel, etc) needed for appropriate completion
10. **Experts:** Provide contacts of relevant experts for further information.

5 STEP PATHWAY FOR DECISION, and APPEAL: The SGIM Council is the final decision-making body within the Society. Routine (non-emergent) requests for action will receive a final decision within 4-6 months.

1. **SUBMISSION:** The primary contact must be a member of SGIM. The “Request for Action” issue brief should be sent to the appropriate SGIM Committee Staff member. Staff will confirm receipt of the request. Committee Staff assignments can be found on the SGIM website, or by calling the national office.
2. **SUB-COMMITTEE ASSIGNMENT:** After submission, the SGIM Staff and Committee Chair will assign the request to the relevant Sub-Committee. Staff will notify the primary contact of the request assignment. If the Committee Chair thinks the issue would be more appropriate for a different Committee, the Chair will so notify the primary contact. (Time: 1 week)
3. **SUB-COMMITTEE RECOMMENDATION:** The Sub-Committee will review the issue brief, and obtain additional input as needed from relevant experts/groups. The Sub-Committee may contact the primary contact for additional input. After deliberation, the Sub-Committee will make a recommendation to the Committee Chair, based on a 66% majority vote. The Sub-Committee will recommend: 1) the requested action, 2) a modified action, or 3) no action. A rationale for their recommendation, along with minority opinions, will be given to the Committee Chair. (Time: 2-3 months)
4. **COMMITTEE RECOMMENDATION:** The Committee (full Committee or Executive Committee, plus Council Liaison) will review the Sub-Committee's decision. The Committee may invite comment by membership or relevant stakeholders. After deliberation and any expert consultation, the Committee will make a recommendation to Council, based on a 66% majority vote. The Committee will recommend: 1) the Sub-Committee recommended action, 2) a modified action, or 3) no action. Recommendations will include: rationale for the decision (including minority opinions), priority for the Society, outcomes to be tracked, and probable SGIM resources needed for completion. The Committee Chair will notify the primary contact of the Committee's recommendation. Committee Staff will schedule the recommendation for Council discussion. (Time: 6 weeks)
5. **COUNCIL DECISION:** The Council will review the Committee's recommendation, obtain additional input if they so decide, and decide upon an appropriate final action: 1) the Committee recommended action, 2) a modified action, or 3) no action. Approved action items will include: next steps, outcomes to be tracked, allocation of SGIM resources, and follow-up with Council. The Council will assign an SGIM Staff member to oversee the implementation of approved actions, notify the primary contact of Council's decision and update the SGIM policy compendium. (Time: 6 weeks)

6. **APPEALS:** The primary contact may request reconsideration of the Committee recommendation prior to Council discussion by appeal to the Committee Chair, Sub-Committee Chair and Committee's Council Liaison for discussion and reconsideration. . The Request for Action may be resubmitted, modified to reflect the Committee 's/Council's concerns. (Time: 1 month)

Society of General Internal Medicine

Emergent Requests for Action by SGIM Membership

The Society of General Internal Medicine will carefully consider all requests for action made by SGIM members and SGIM constituent groups, based on the following pathway. Each review step places the issue in a progressively larger organizational/societal context. This review will allow for appropriate prioritized resource utilization by the Society, consistent with the Society's values and mission.

Emergent action items, those which need action in less than 6 months, will need special justification as to why the issue cannot conform to the usual decision-making timeline. There is no guarantee that emergent action items will be considered by SGIM Council.

“REQUEST FOR ACTION” ISSUE BRIEF: All emergent requests should be submitted as issue briefs to the appropriate SGIM Committee. Issue briefs should not be longer than necessary (appropriately brief). Include:

1. **Title and primary contact:** Title, primary contact name, SGIM membership status, contact information. When relevant, individuals should identify the group developing the request.
2. **Action item:** What emergent action is being requested of SGIM? Be specific.
3. **Emergent justification:** Why is this issue time-sensitive? Why was the request not brought to the attention of SGIM in a timely manner?
4. **Issue summary:**
 - a. **Background:** What is the issue's background/history? Include major bullet points.
 - b. **Evidence:** What is the evidence for endorsing the request?
 - c. **Benefits:** Who would benefit from the requested action?
 - d. **Adverse Effects:** Who would be negatively affected/alienated by action? What are likely downstream consequences of action/ inaction?
5. **Existing policy:** Does the Society have existing policy on the issue?
6. **Conflicts:** Does the Society or primary contact/group have conflicts in endorsement?
7. **Funding:** List all funding sources for this issue/proposal.
8. **Importance:** Why is this important to the Society (members, field or patients)?
9. **Values:** Is the action consistent with the Society's values/mission?
10. **Resources:** Estimate all SGIM resources (financial, personnel, etc) needed for appropriate completion.
11. **Experts:** Provide contacts of relevant experts for further information.

4 STEP PATHWAY FOR DECISION, and APPEAL: The SGIM Council is the final decision-making body within the Society. Emergent requests for action will receive a final decision within 1 month, or sooner.

1. **SUBMISSION:** The primary contact must be a member of SGIM. The “Request for Action” issue brief should be sent to the Executive Director, appropriate Committee Chair and Committee Staff. Staff will confirm receipt of the request. Staff assignments can be found on the SGIM website, or by calling the national office.
2. **DECISION TO CONSIDER REQUEST:** After submission, the Executive Director and Committee Chair will determine whether SGIM should consider the emergent request. The Committee Chair may obtain input about the emergent request from the primary contact, Committee Council Liaison, and select Committee members, as the Chair may determine. The Chair will notify the primary contact of the initial decision to consider or not consider the request. (Time: 1 week)
3. **COMMITTEE RECOMMENDATION:** A request meriting emergent consideration will be assigned to an Ad Hoc Sub-Committee comprised of the relevant Sub-Committee Chair, Committee Chair, and Council Liaison. The Ad Hoc Sub-Committee will review the brief and obtain additional input, if they so choose, from relevant experts/groups. After deliberation, the Ad Hoc Sub-Committee will make a consensus-based recommendation directly to Council. The Sub-Committee will recommend: 1) the requested action, 2) a modified action, or 3) no action. A rationale for their recommendation will be given to the Council Executive Committee. The Committee Chair will notify the primary contact of the Ad Hoc Sub-Committee's recommendation. (Time: 2-3 weeks)
4. **COUNCIL DECISION:** The Council (or, if times does not permit, then the Council Executive Committee or President) will review the Ad Hoc Sub-Committees' recommendation, obtain additional relevant input if they so choose, and decide upon an appropriate final action: 1) the Committee recommended action, 2) a modified action, or 3) no action. Approved action items will include: next steps, outcomes to be tracked, allocation of SGIM resources, and follow-up with Council. In the exceptional circumstance which do not permit full Council input, the Committee Chair/ President must justify their decision to the SGIM Council at the next possible

meeting. Council should be notified of the request and decision at the earliest opportunity. The Council will assign a SGIM Staff member to oversee the implementation of approved actions, notify the primary contact of Council's decision and update the SGIM policy compendium. (Time: 1-2 weeks).

5. **APPEALS:** For standard Urgent Requests for action, the primary contact may request reconsideration of the Ad Hoc Sub-Committee's recommendation prior to the Council Executive Committee discussion by appeal back to the Ad Hoc Sub-Committee for discussion and reconsideration. Emergent Requests for Action may be resubmitted, modified to reflect Council's/Ad Hoc Sub-Committee's concerns. (Time: 1 week)

Approved by Council April 4, 2007