



**Request for Action Relating to an Official AADE Document**

**Date:** \_\_\_\_\_

**Revision of existing or Development of a new:**

- Practice Advisory: Revision of \_\_\_\_\_ New \_\_\_\_
- Policy Brief: Revision of \_\_\_\_\_ New \_\_\_\_
- Position Statement: Revision of \_\_\_\_\_ New \_\_\_\_
- Other (Please specify): Revision of \_\_\_\_\_ New \_\_\_\_

**Submitted by:**

- AADE Board of Directors \_\_\_\_\_
- AADE Committee or Workgroup, please specify \_\_\_\_\_
- Specialty Practice Group or Chapters (Please accompany request with statement of support signed by the current SPG Chair), please specify \_\_\_\_\_
- AADE Member, please provide name and Membership Number \_\_\_\_\_
- Other, please specify \_\_\_\_\_

**Topic being addressed by this request:**

\_\_\_\_\_

**Purpose or Rationale for the Request** (e.g., statement of problem or gap that is being addressed, why is this important at this time, which part of practice will it affect, etc.):

**Impact Statement** (e.g., who/what will be affected by the revision or development of the document, how and why):

**Is this request Evidence Based?**

Yes (please attach list of references and citations)

No

**Anticipated Consequence if this Request is NOT Addressed** (e.g., who/what will be affected, how and why):

**Other Comments:**

## **Process Flow for AADE Committee, BoD, Interface**

The appropriate flow for such requests for action relating to an official AADE document is outlined below.

- 1) All requests from the SPGs, Chapter President's (on behalf of Chapters) or general membership should be submitted to the AADE Chief Science and Practice Officer @ [scienceandpractice@aadenet.org](mailto:scienceandpractice@aadenet.org)
- 2) Requests from outside organizations should originate with that organization's leadership (as appropriate to the topic/request) and be directed to the AADE Chief Executive Officer via [scienceandpractice@aadenet.org](mailto:scienceandpractice@aadenet.org)

The appropriate AADE Committee or Workgroup will act on the request during that group's next scheduled meeting, or within 10 weeks following receipt of the request by AADE, whichever is shorter.