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____________________

[ ] COI or Coordinating Body (Please accompany request with statement of support signed by the COI 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 COIs, Coordinating Body Team Leaders (on behalf of CB) or general membership should be submitted to the AADE Chief Science and Practice Officer @ 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 Office via 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.