



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.