

Pathways to Prevention:

Weighing the evidence. Identifying the research gaps. Determining next steps.

National Institutes of Health Pathways to Prevention Panel Member Responsibilities

To ensure the impartiality of the independent panel for each Pathways to Prevention (P2P) workshop, the panel is a multidisciplinary body of non-federal representatives that includes an individual representing public-centered values and concerns and representatives from many of the following disciplines: biostatistics, epidemiology, practicing and academic health, clinical trial research, and other fields relevant to the topic. Furthermore, the panel members must have no vested financial or intellectual interest in the topic under review. Any concerns about these restrictions and workshop activities should be conveyed to the P2P Coordinator in the National Institutes of Health (NIH) Office of Disease Prevention (ODP). All travel-related costs are covered by the NIH, which also provides clerical and logistical support. To maintain the independence of the panel, honoraria are not provided.

The panel members' responsibilities and time commitments:

THE PANEL

- Join a subcommittee as designated by the Panel Chair and the ODP P2P Coordinator. Typically, each subcommittee addresses 1–2 workshop questions.
- ***This requires a series of phone calls over the course of several weeks.***

EVIDENCE REPORT

- Approximately 6–8 weeks prior to the workshop, panel members are expected to review the evidence report produced by an Agency for Healthcare Research and Quality (AHRQ) Evidence-based Practice Center (EPC).

PRE-WORKSHOP PANEL WEBINAR

- Attend the pre-workshop panel webinar approximately 6 weeks before the workshop.
- The purpose of this webinar is to extensively discuss the AHRQ EPC evidence report and to review materials previously distributed to the panel,

including speaker summaries and overview articles.

- ***The pre-workshop webinar typically takes 3 hours.***

THE WORKSHOP

- Attend the workshop, listen to presentations from expert speakers, and ask questions during open discussion sessions.
- Work with the Panel Chair and fellow panelists to prepare the draft panel report.
- Attend all panel executive session discussions and writing activities; edit documents for content, clarity, and brevity.
- ***This requires 3 consecutive days, along with travel to Bethesda, Maryland (costs covered by the NIH). Please note that the draft workshop report writing process occurs during this compressed period of time.***

POST-WORKSHOP ACTIVITIES

- Work with the Panel Chair, fellow panelists, and the ODP P2P Coordinator to review and incorporate public comments into the draft report and finalize the report.
- Upon release of the final report, participate in a press telebriefing with fellow panelists to detail salient messages from the panel report. NIH ODP communications staff will assist the panel in creating a press release.
- Participate in scheduled media interviews.
- ***This requires a series of phone calls and emails over a course of approximately 4 weeks.***

P2P WORKSHOP PARTICIPANT ROLES

- ***NIH Office of Disease Prevention (ODP):*** The NIH ODP provides the leadership, infrastructure, funding, and coordination necessary to conduct P2P workshops. The P2P Coordinator is based within the NIH ODP.
- ***IC Coordinator:*** The sponsoring NIH IC or Office designates an IC Coordinator who is responsible for defining the scope of the workshop and initiating the workshop planning process. The IC Coordinator is involved in the entire workshop process and chairs the organizational and Working Group meetings.
- ***Organizational Meeting Attendees:*** Federal employees representing the relevant federal agencies and programs as well as representatives from across

the NIH and the AHRQ will be in attendance. These participants decide:

- If the format is suitable for the topic
- If the timing is right for a P2P workshop on the topic
- If the scope of the preliminary workshop questions is appropriate.
- ***Working Group:*** Working Group members are nominated by the participants in the organizational meeting and sponsoring NIH ICs or Offices. They are content area experts from the federal government, academia, and clinical practice. They finalize the agenda and workshop questions, nominate speakers and panelists, select the workshop date, and are engaged in the workshop process from beginning to end.
- ***AHRQ Evidence-based Practice Center (EPC):*** After the questions have been finalized by the working group, an AHRQ EPC prepares and provides the evidence report to the speakers and panel members approximately 6 weeks prior to the workshop.
- ***Panel Chair:*** The Panel Chair is an expert who is knowledgeable in the field of medical science under consideration but is neither identified with an advocacy position regarding the workshop topic nor with research that may be presented to answer any of the workshop questions.
- ***Speakers:*** P2P workshop speakers are experts in the topic at hand who have published on the issue, have conducted research on the issue, and may have strong opinions or beliefs on the topic. These experts present information that directly addresses workshop questions.