



# National Association of EMS Physicians®

## Standards & Practices Committee Project Proposal

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Dear Project Lead:

Thank you for beginning your efforts to propose a writing project to develop a position statement and/or supporting resource document to be considered for sanctioning and publication by the National Association of EMS Physicians. NAEMSP position statements (and resource documents) are intended to serve as the public voice of the association on matters important to the practice of EMS medicine. These documents are intended to inform or educate stakeholders regarding the official position of NAEMSP on matters of clinical or operational importance, and, where appropriate, to provide evidence to support the position of the association.

In this toolkit you will find the required *project proposal form* and instructions for completing the form. You will also find pertinent NAEMSP policy and procedure documents that will help guide you through the process of proposing a project and through the crafting of project deliverables should the project be sanctioned by NAEMSP.

As NAEMSP continues to mature in our place in the house of medicine, so too do the documents the association uses as our voice. The guidance documents in this toolkit have been collaboratively developed by past and present Standards and Practice Committee Chairpersons and committee members. They have undergone periodic revision to reflect the evolution of NAEMSP's position statement and resource document scope, structure, intended content, and evidence review and summation standards.

Though the content of this toolkit may initially feel overwhelming, rest assured that the forms and guidance documents included in this toolkit are intended to make the proposal process easy and efficient for you as the proposed project lead. The tools in this kit are also designed to help you avoid various pitfalls and project management mishaps that past S&P writing projects have encountered. Our goal is to make the entire project proposal and deliverable development processes as efficient and painless as possible for both you and your writing team. If you have questions or concerns at any point in the project proposal completion or deliverable development process, please reach out directly to the Standards & Clinical Practices chairperson.

Thank you for your time and efforts to submit a proposal for an NAEMSP position statement project. Without the important contributions of project writing teams like yours, NAEMSP would not have the voice it needs to improve the field of EMS medicine and better care for our patients.

Sincerely,

*The present and past chairs of the Standards & Clinical Practices Committee*  
National Association of EMS Physicians®



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### **Instructions for completing the Project Proposal**

Please be as thorough as possible in completing each section of this project proposal.

Section 1 of this document will be distributed to the S&P committee by the S&P chair for consideration. The SBAR will be reviewed by the committee, who may then suggest revisions to the SBAR, and ultimately will recommend to the Board to either endorse or oppose the proposal. The Board will consider the committee's recommendations and will then formally sanction the project, reject the project, or request further revisions to the proposal. If further revisions to the proposal are requested, the proposal will again pass through the S&P committee for consideration.

Sections 2-4 are intended to help the project lead and S&P chair inform the Board regarding the scope of the project and the proposed composition of the project team. These sections are also intended to help the project lead and S&P chair keep track of critical project elements, both for project management purposes and to document how the project was conceived and who was involved with crafting the project's deliverables.

#### **Section 1 –**

Using the SBAR format, provide justification for the proposed project. See additional line-item instructions on the form.

#### **Section 2 –**

- A. Provide a working title for the project. This may be revised before the project is complete and submitted.
- B. Indicate whether the proposed project a new project that NAEMSP has not previously published on, or is it a revision of an existing NAEMSP position statement/resource document? If this is a proposed revision of an existing document, please provide the citation for the existing publication.
- C. Indicate what type of document deliverables the project team wishes to produce, including any applicable literature search and review strategies. For further information please review the *Recommendations for Methods of Evidence Evaluation and Reporting in NAEMSP Position Statements*, included in the S&P project toolkit.
- D. List any desired project objectives.
- E. Describe the intended audience for the project deliverables. Examples include:
  - EMS medical directors and EMS physicians
  - EMS administrators
  - EMS clinicians
  - Other emergency responders professionals
  - Non-EMS clinicians (non-EMS-based physicians, nurses, other clinicians, or administrators)
  - Lawmakers, legislators, policymakers, or other governmental officials
  - General public
- F. Provide a brief stakeholder impact analysis.



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### **Section 3**

- A. List the project's lead author and email
- B. Indicate whether the proposed project is anticipated to need a project mentor.
  - *Proposed projects that have a lead author who has not previously been involved with authoring an NAEMSP position statement and/or resource document will require the engagement of an S&P Project Mentor. The project mentor can be determined by the lead author and the S&P chair at any point during the SBAR proposal and review process, but must be assigned before any project proposal is forwarded to the Board for sanctioning. If the project mentor has not been determined before the proposal is issued to the S&P committee for review and consideration, you may enter "TBD" on the name line.*
- C. Indicate whether the proposed project is desired to be a collaborative effort with entities outside of NAEMSP. If so, please list those entities.
  - *Note that the NAEMSP Board of Directors reserves the right to deliberate the merits and disadvantages of engaging other organizations as potential project collaborators. If the project proposal is sanctioned by the board, the board will have the final say whether the project will proceed as a collaborative or singular effort.*
- D. Provide an accounting of the proposed writing team. If co-author or project mentor names are unknown, you may mark "TBD" in the appropriate portions of the table.

### **Section 4**

This section will be used for project milestone tracking and documentation by the S&P chairperson.

Please list anticipated strategic project milestones in the table. You may insert lines in the table to provide additional strategic milestones as needed.