

Appendix 3 (as supplied by the authors)

2018 C-CHANGE CVD Guideline Development Update Process

Initiation of 2018 C-CHANGE Update

- June 2015 – Meet with CCS – Heart Failure (HF) Guideline Group to discuss the process of C-CHANGE and steps for including new HF recommendations
- Fall 2016
 - a. Review with CCS – HF Guideline Group on development progress including primary care review and implementability step to ensure each recommendation is actionable
 - b. C-CHANGE Executive informed of upcoming updates in the Hypertension, Diabetes, Obesity and CACPR guidelines
 - c. C-CHANGE Executive decides to update C-CHANGE Guideline in 2018 and include CCS – Heart Failure Recommendations



Pre-Voting

1. Nov 2016 – March 2017. Reviewed 2014 guideline – linkage to partnered guideline groups to update any changes in leadership and to discuss potential changes to individual recommendations, additions or removals. Teleconferences with chairs of CACPR and Obesity guideline groups updating after many years, to provide methodological guidance and support.
2. December 2016 – Prepare the recommendations list from 2014 and add new recommendations proposed for addition by the guideline panel.



Voting Rounds

1. April 2017 – Round one: By email ballot to include in the update, or remove existing recommendations, or to add new recommendations.
2. May 2017 – Drafted list of recommendations with responses sent to guideline panel for review.
3. June 2017 – Round two: In- person consensus meeting. Guideline panel reviewed each proposed recommendation for possible inclusion in the 2018 update.
4. Sept 2017 – Round three: Review and confirm each recommendation with each guideline group and notify that HF recommendations would be available October 2017.



Final Voting and Manuscript Development

1. October 2017 – Final list of recommendations presented and 1st draft of manuscript for review, in-person review. Confirmation that HF recommendations would be added.
2. November 2017 – C-CHANGE Executive reviews published CCS Heart Failure Guideline with primary care focus for candidate recommendations to include. Candidate HF recommendations sent to the guideline panel by email.
3. December 2017 – Selection of HF recommendations put forth for acceptance.
4. December to January 2017 – round two for HF recommendations review by email, compilation of responses and resolution of final list of all recommendations.
5. February 2018 – Manuscript development and revisions by email for guideline panel.