

AACU Procedures Manual Policy

Development Process

The American Association of Clinical Urologists (AACU) is dedicated to developing and advancing health policy education as it affects urologic practice in order to preserve and promote the professional autonomy of its members and support the highest quality of care for patients. To do so, the AACU develops evidence-based policy opinions and advocates for these with appropriate bodies, in particular with governments at all levels and private third-party payers. Policy documents are not intended to and should not be treated as legal, medical, or business advice.

This Procedure outlines the process by which AACU policies can be developed.

Position Statements

Position Statements are short written statements (no longer than 250 words excluding references), that delineate a policy position for the AACU. They are a mechanism which can be used to provide a public statement on an emerging issue which is important to the AACU in the absence of a *Policy Statement*. They are succinct, evidence-based and include key references, and may be a statement of support for another organization's policy on a particular issue.

Position Statements must be consistent with the AACU's goals, aims, and objectives; be relevant to current or future public policies that impact the practice of urology; and avoid conflict of interest or the appearance of conflict of interest between the author's financial or other personal interests and the goals and policies of the Association. Position Statements should describe and endorse a defined course of action, ranging from legislation and regulations desired to needed new policies of non-governmental organizations and private enterprises.

A draft Position Statement may be submitted to the AACU Secretary/Treasurer and Executive Director at any time during the year. Once reviewed by the AACU Secretary/Treasurer and Executive Director, a draft Position Statement is referred to the Board of Directors for approval. All approved Position Statements are published on the AACU website.

Policy Statements

Policy Statements are well developed statements of at least 750 words that:

- provide background on an issue;
- outline the principles that the AACU sees as essential to improving the issue;
- provide a set of actions that the AACU will advocate for governments and others to undertake to improve the circumstances at issue; and
- delineate an action plan for the AACU (see Guidelines for Policy Statement Proposals, Attachment 1).

Policy Statements must be consistent with the AACU's goals, aims, and objectives; be relevant to current or future public policies that impact the practice of urology; and avoid conflict of interest or the appearance of conflict of interest between the author's financial or other personal interests and the goals and policies of the Association. Policy Statements should describe and endorse a defined course of action, ranging from legislation and regulations desired to needed new policies of non-governmental organizations and private enterprises.

Draft Policy Statements may be submitted to the AACU Secretary/Treasurer and Executive Director at any time of the year. Once reviewed by the AACU Secretary/Treasurer and Executive Director, draft Policy Statements are published in the Members' Only section of the AACU website and the membership is notified that they are available for comment. Comments on draft Policy Statements can be submitted to the AACU Executive Office (info@aacuweb.org). The AACU Secretary/Treasurer and Executive Director Policy team must consider the issues raised by members and liaise with relevant Board members and representatives to affiliated organizations to make changes necessary for the draft Policy Statement to be considered for adoption by the AACU membership at the organization's next Annual Business Meeting.

All approved Policy Statements are published on the AACU website and in the *AACU Sentinel*. A Policy Statement is deemed to be current for five years after which it must be revised or archived

Fact Sheets and Issue Briefs

Fact Sheets and Issue Briefs are documents published periodically by the AACU to provide information to the public on a critical issue. A Fact Sheet may be linked to a specific position or policy or used as a stand-alone document. It is generally no more than one page and must be referenced and based on evidence.

Draft Fact Sheets may be submitted to the AACU Executive Office team at any time during the year. Once reviewed by the AACU Secretary/Treasurer, draft Fact Sheets are referred to the Health Policy Committee for approval. A Fact Sheet is deemed to be current for one year after which it lapses unless renewed by the Health Policy Committee. All approved Fact Sheets are published on the AACU website and forwarded to the UROPAC Board of Directors.

Policy Development and Administration

All AACU members may propose new policies or propose amendments to existing policies via the processes outlined in this document. Only Policy Statements are subject to adoption by membership at an Annual Business Meeting.