



AISLEC

ASSOCIAZIONE INFERMIERISTICA
PER LO STUDIO DELLE LESIONI CUTANEE
Società scientifica italiana a carattere interdisciplinare

Consensus Conference "The Assessment and Management of Heel Pressure Injuries"

GENERAL REGULATION

Jury composition

- 1.1 The Jury is formed with a maximum of 20-25 members with its president and it is nominated by the Promoter Committee (PC).
- 1.2 The president will ascertain the jury is valid, he will follow and check the vote results with the secretary.
- 1.3 The PC will nominate a writing committee and a vice president with the specific functions of helping the president in conjunction with the secretary.

Information flows

- 2.1 All communications between the jury, as well as between the jury and PC or the experts, will be managed via emails.

Delphi Method

- 3.1 The recommendations prepared by the experts and the groups will be sent to all the jury members for a preliminary vote via email with the intention of understanding the general degree of consent following the Delphi method. The first round of answers will be assessed by the scientific committee. All the suggestions will be collected via email.
- 3.2 The jury members will receive a second round of recommendations to be voted, this will be the last. All the new suggestions will be sent to the scientific committee.
- 3.3 The jury is considered valid if it is constituted by majority of its members. The vote will be valid only with majority of the members. In case of contrary vote for the one third of the entire jury, these members will be allowed to request to write their different opinions on the minute and/or in the consensus conference document.

Preliminary consensus document

- 4.1 The writing committee (see point 1.3), on basis of what has been discussed and decided by the jury, will provide a preliminary consensus conference document with the conclusions.
- 4.2 At the end of the preliminary draft, the president will send the document to all the jury members for any further comments.
- 4.3 At the end of this process and with any further additional comments the president will close definitively the consensus conference.

Final document

- 5.1 After 30 days, the writing committee will edit and send the definitive draft to the president. The document cannot be modified, but further comments can be added in specific paragraphs with comments and conclusions. The president will send the definitive document to all members of the jury.
- 5.2 All the jury members can send comments directly to the president by 10 days, the writing committee will add all the suggestions received to the document.
- 5.3 After the approval, the president will send the final document to the PC.



Confidentiality and filing of documents

6.1 All documents produced by the panel of expert and given to the jury must be considered “confidential documents”. All the documents can be published after a positive answer received by the PC (AISLeC).

6.2 All documents produced by the jury must be considered “confidential documents”.

6.3 The final document will be published by AISLeC on a dedicated journal.

Publication of General Regulation

7.1 The general regulation will be published by AISLeC on its website one week before sending via email all the recommendations/statements to the jury.

7.2 All jury members must accept by signing the regulation. The non-acceptance will make the assignment null and void.

7.3 All members involved in the consensus conference will sign the Conflict of Interest Disclosure Form attached to this document.

By my signature, I acknowledge that I have read, understand, and agree to the Consensus Conference General Regulation.

Name

Surname

Signature

Date
