

Proposed Policy Statement Evaluation Criteria

All proposed policy statements submitted are evaluated on the following criteria.

- 1) **Format:** Is the proposal in the correct format, as outlined in the format guidelines? Are all the required sections included and labeled?
- 2) **Title:** Does the title accurately reflect the problem statement, scope of recommendations and/or action steps?
- 3) **Relationship to existing APHA policy statements:**
 - a. Is there an existing APHA policy statement that covers this issue? If yes, why was this PPS developed?
 - b. What is the relationship to existing or archived APHA policy statements?
 - c. Does the proposal update the science of an older policy statement?
- 4) **Rationale for consideration:**
 - a. Does the author adequately describe the relevance and necessity of the proposed policy statement?
 - b. Does the proposed policy statement address a policy statement gap or requested update?
 - c. If the proposed policy statement updates an existing statement, is the rationale for the update well supported?
- 5) **Problem Statement:** Does the problem statement adequately describe the extent of the problem?
 - a. Does description of the problem include the best available scientific evidence in an unbiased manner?
 - b. Are there key facts missing?
 - c. Does that proposed problem statement describe any disproportionate impact on underserved populations?
 - d. Does the proposed problem statement describe any relevant ethical, equitable, economic, and political issues?
- 6) **Evidence-based Strategies to Address the Problem:** Does the proposal describe what interventions and strategies are being proposed to address the public health problem?
 - a. Are the proposed strategies evidence-based?
 - b. Does the proposal provide reference(s) or scientific evidence regarding the effectiveness of each listed strategy? Does the proposal include scientific evidence that the proposed strategies are likely to have an impact on addressing the problem and describe the potential impact the strategies are likely to have?

- c. Are unintended consequences and possible detrimental effects of the strategies discussed?
 - d. Are the proposed strategies ethical, equitable and reasonable?
 - e. Document evidence on what alternative strategies have been tried or proposed to address the public health problem?
 - f. Justify the interventions/strategies proposed in relation to these alternative strategies (e.g., more cost effective, greater reach, better equipped to address inequity, etc.)
- 7) **Action Steps to Implement Evidence Based Strategies:** Are the action steps:
- a. Linked to the evidence-based strategy in table format?
 - b. Externally directed (i.e., directs an external entity, NOT APHA, to promote or implement a specific strategy)?
 - c. Focused on policy/principle and not on specific legislation/regulation?
 - d. Supported by the best available evidence or rationale documented in the proposal?
 - e. Evidence-based, feasible, ethical, and equitable, and directly tied to the evidence-based strategies listed earlier in the policy?
 - f. Culturally responsive to the under-represented and underserved populations being addressed (if appropriate)?
- 8) **Opposing Arguments:** Does the proposal include opposing arguments?
- a. Does the proposal adequately refute the opposing viewpoints?
 - b. What are the strengths and weaknesses of the evidence presented to refute the opposing viewpoint? Is there important evidence missing (i.e., is this the best available literature and references)?
 - c. Are any opposing views missing?
- 9) **References:** Does the proposal:
- a. Include references that are connected to the text?
 - b. Include references from peer-reviewed, up-to-date, and best available primary sources?
 - c. Provide the full citation for each numbered reference cited in the proposal and follow the recommended AMA format with the addition of the page number(s) where evidence is found in the reference and hyperlink to online sources?
 - d. Include references that are individually numbered and manually entered? The proposal should also number each new reference the first time it appears and use that number to refer to the reference every time it is cited in the proposed policy statement.
 - e. Ensure each reference includes the information, data, or statement asserted in the proposed policy (i.e., the reference number in the text matches up with the proper citation number in the Reference list.)?