

Procedure for the preparation of SAMS medical-ethical guidelines

- 1. Proposal (internal or external) submitted to the Central Ethics Committee (CEC) of the SAMS**
Fundamental decision on the preparation or revision of guidelines
- 2. Establishment of a subcommittee by the CEC**
 - Approval of mandate for the subcommittee
 - Composition of the subcommittee: appointment of chair and members
- 3. Development of draft guidelines by the subcommittee**
 - Meetings held at intervals of 2–3 months: review of literature, discussion of initial chapters
 - Expert hearings, if appropriate
 - Stakeholder surveys, if appropriate
 - Subcommittee prepares draft version of guidelines (time frame: 1–2 years)
 - Pre-consultation among selected experts
 - Stakeholder workshop to discuss the draft text, if appropriate
 - Subcommittee approves draft guidelines for submission to the CEC
- 4. Quality assurance: review and approval of draft guidelines in French/German**
by the SAMS bodies responsible: CEC, Executive Board, Senate
- 5. Public consultation** (duration: 3 months)
 - Publication of draft guidelines on the SAMS website
 - Article in SAEZ/BMS, written invitation to comment sent to professional societies, associations, hospitals, authorities, patient organisations, etc.
- 6. Revision of draft guidelines**
 - Review and integration of results of consultation
 - Subcommittee presents final draft of guidelines
- 7. Quality assurance: review and approval of guidelines in French/German**
by the SAMS bodies responsible: CEC, Executive Board, Senate
- 8. Publication and dissemination of guidelines**
- 9. Application to professional associations for incorporation of guidelines into the Code of the FMH or for recommendation to members**
 - Proposal submitted to the Medical Chamber of the Swiss Medical Association (FMH)
 - Enquiry to the Swiss Nurses' Association (SBK-ASI)