

Process for Approval of Taskforce Position Statements, Letters of Support and Content Endorsement request

Position Statements

National Hypertension Taskforce position statements are those are written by the Taskforce on key issues that strongly align with the Roadmap. Currently, the following Taskforce Position statements have been proposed or are in development:

1. Potassium-enriched salt Position Statement.
2. Automated Office Blood Pressure (AOBP) Position Statement.
3. Team-based care Position Statement.

It's important to distinguish these from National Hypertension Taskforce *endorsed* position statements, which are written by other groups who have requested the Taskforce's endorsement. The process for National Hypertension Taskforce *endorsed* position statements is through Hypertension Australia's endorsement committee as previously agreed during the June 2024 Steering Committee meeting.

1. Approval of Concept

- Project leads to refer to the [National Hypertension Taskforce Endorsement Policy](#) for the process to submit their concept for initial approval to proceed with the concept.
- Position Statements should be eligible if they align with the Taskforce Roadmap and support its objectives.

2. Process for Steering Committee Approval of Statement

2.1 Initial Review and Vote Period

- Position statement draft to be circulated to Steering Committee.
- Minimum review: 21 days.
- Committee members to provide written feedback within the review period.

2.2 Revision Period

- Authors to address feedback and revise draft.
- Revised version and summary of the changes made to be circulated with the Steering Committee within 21 days.

2.3 Steering Committee Vote

- Voting period: 7 days.

- Majority of Steering Committee members must approve.
- Abstentions *do not* count as disapproval.
- Declining members must provide written rationale with their vote.

2.4 Handling Non-Approval

- Authors to consult with declining Steering Committee members.
- If resolution cannot be reached with declining Steering Committee members, but the majority of the Steering Committee have approved, the statement is to proceed. Authors to consider giving declining Steering Committee members the option to have their reasons for concern documented in the final Position Statement.

2.5 Handling Abstentions

- Authors to consider documenting any reasons for abstention in the final Position Statement.

3. Taskforce Organisational Member Approval Process

3.1 Review and Endorsement Process

- Position Statement draft to be circulated to Taskforce Organisational Members.
- Taskforce Organisational Members to follow their individual organisation's endorsement processes.
- Authors to consider documenting the Taskforce Organisational Member names of those who abstain or object and their reasons in the final Position Statement.

4. Final Position Statement publication to include:

- National Hypertension Taskforce logo
- Publication on the National Hypertension Taskforce website
- Majority approval statement: "This position statement was endorsed by the National Hypertension Steering Committee through a majority decision-making process."
- List of endorsing Taskforce Organisational Members
- Consider including a list of abstaining members/ organisations with their reasons for abstaining
- Consider including a list of declining members/ organisations with their reasons for abstaining
- Summary of process to develop the Position Statement
- Conflict of Interest statement

5. Timeline summary

1. Steering Committee Review Period: 21 days (3 weeks)
2. Steering Committee Revision Period (if needed): 21 days (3 weeks)
3. Steering Committee Vote Period: 7 days (1 week)
4. Taskforce Member Resolution Period: ~31 days (3 weeks)
5. Published on the website: 7 days (1 week)

Total Maximum Timeline: 87 days (3 months)

Letter of Support

National Hypertension Taskforce Member Organisations routinely provide letters of support for research project applications. The ability of the Taskforce to do this is compromised due to:

- Lack of legal entity status in some cases.
- Limited administrative resources and often short turnaround times.

If a letter of support submission is directly relevant, founding, co-founding or member organisations can provide support and can adopt the designation of "a member of the Hypertension Taskforce" as relevant.

Content review

The National Hypertension Taskforce Steering Committee is not currently resourced to conduct detailed content reviews, recognising that:

- Content has a limited lifespan and digital versions can be easily altered without following an approval process.
- Content can be used in many different settings and regular monitoring is necessary to ensure ongoing accuracy.
- Comprehensive review is not feasible with current resources.