

## 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.

- 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.