



ISSM Scientific Review Committee Terms of Reference

Purpose

The main objectives of the ISSM are to help transform evolving new data into knowledge, knowledge into recommendations, and recommendations into improved patient care. The final systematic review document will be the result of evidence-based medicine, complemented by vast clinical experience and our enhanced understanding of disease processes, which can impact sexual health.

Objectives

1. Review the current state of knowledge in sexual medicine;
2. Develop algorithms and widely accepted strategies for diagnostic and therapeutic management of the various areas of sexual medicine;
3. Identify, evaluate, and endorse optimal international questionnaires and instruments (symptom scores...) which aid in the evaluation of sexual medicine; and
4. Standardize response criteria and recommendations for clinical research and clinical studies in sexual medicine.

Deliverables of a Systematic Review

- Elaboration of the PICO and registration of the systematic review
- Selection and evaluation of abstracts and complete articles
- Data extraction
- Quality assessment of data
- Drafting of scientific outputs
- Public dissemination.

Timeline

Applicants will serve on the Sub-committee in the period it takes to prepare the review on the topic (expected timeframe up to 2 years).

Roles and Responsibilities ISSM Scientific Review Committee

Co-chair:	Joana Carvalho, Portugal
Co-chair:	Wai Gin (Don) Lee, UK
Members:	Giuliano Aita, Brazil
	Stanley Althof, USA
	Saleh Binsaleh, Saudi Arabia
	Sue Goldstein, USA
	Sharon Parish, USA
	Paul Yong, Canada
	Hussain Alnajjar, UK
Ex-Officio:	Annamaria Giraldi, ISSM Past President, Denmark
	Arthur Burnett, ISSM Treasurer, USA



Structure ISSM Scientific Review Committee

- There will be a maximum of 10 ISSM Scientific Review Committee Members including 1 Chair and 1 Vice-Chair.
- The ISSM Scientific Review Committee is responsible for the overall management and execution of the ISSM.
- The most important tasks of the ISSM Scientific Review Committee are to appoint the Sub-committee Chairs monitor the progress of all Sub-Committees and ensure the processes are in place for a successful outcome, including defining the levels of evidence and recommendations, reporting structure, and publication guidelines.
- The ISSM Scientific Review Committee submits 3-5 potential Chairs for each Sub-committee.
- The ISSM Scientific Review Committee Liaisons (1-2 members) will provide the ISSM Executive Office with a list of keywords to search for in PubMed to confirm if the potential Chairs are published on the topic of the Committee for which they would be Chair.
- The ISSM Scientific Review Committee Liaisons (1-2 members) will each supervise one or more Sub-committees to provide guidance and support.
- Besides continuous communications by email, the ISSM Scientific Review Committee commits to periodically meeting at least once every quarter (Via teleconferences or in person). They will respond in time to internal and Committee communications (emails).

Sub-committee Chairs

- Sub-committee Chairs will be chosen by the ISSM Executive Committee based on the recommendation of the ISSM Scientific Review Committee.
- There will be one Sub-committee Chair per topic.
- The Sub-committee Chair must:
 - Be a current ISSM Member
 - Be responsive.
 - Disclose any relevant conflict of interest (COI).
 - Be published in the topic of their Committee.
- The Sub-committee Chair will select the Committee Members with input from the ISSM Scientific Review Committee, with consideration being given to equitable geographical distribution and to ensure a well-balanced group of experts having professional experience in the topic area as well as in doing systematic reviews.
- The Sub-committee Chair is responsible for the progress of his or her committee.
- The Sub-committee Chair is responsible for remaining in contact with each committee Member individually, explaining what is expected of them, and distributing the workload.
- The Sub-committee Chair will lead the teleconferences and in-person meetings of his or her committee.
- The Sub-committee Chair will lead the presentations of their reports at the WSM or at other live events as indicated.
- The Sub-committee Chair will blend all individual contributions to be in one final publication that all Members of the Committee should sign.



Sub-committee Members

- The Sub-committee Members are responsible for producing the contents of the documents and papers as instructed by the Sub-committee Chair.
- All ISSM Members are welcome to apply to become a Sub-committee Member.
- The Sub-committee Members must:
 - Be responsive.
 - Disclose any relevant conflict of interest (COI).
 - Be published on the topic of their committee.
- Sub-committee Members will thoroughly research their topic or sub-topic, as specified by the Chair of the Sub-Committee.

Experience

- Committee Members must have completed training at the Masters, MD, and/or or PhD level
- Committee Members must be an expert in the topic of their respective Sub-committee
- Committee Members who have experience with systematic reviews have a preference.

Expectations

- The papers will be developed using a collaborative process that requires regular communication via email, periodic conference calls, and completion of assignments. Although many communications will be by email, Sub-Committee Chairs and Members are required to participate in teleconferences and in-person meetings.
- There are limited resources available to support the review.
- The Sub-Committee Chair, Sub-Committee Members, and Committee are expected to meet all deadlines unless there are extenuating circumstances. In those cases, the Sub-Committee Chair is required to notify their ISSM Scientific Review Committee Member Liaisons, and the ISSM Executive Office before the missed deadline or as soon as is possible following the deadline.
- Any Committee Chair or Committee Member that does not meet these requirements is unresponsive to more than 4 consecutive emails or does not remain in regular contact with the ISSM Scientific Review Committee, its liaisons and ISSM Executive Office will be promptly replaced.

ISSM Office Staff Liaison

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