



OPERATIONAL PARTNER RESPONSIBILITIES

ESP aims to produce rigorous products targeted to the needs of VA decision-makers. Operational Partners (OPs; *ie*, requestors) are involved in the ESP review process in the following ways:

Recommend Technical Expert Panel (TEP) participants, who will:

- Participate in 1 or more hour-long conference calls to 1) provide input on key questions and eligibility criteria, 2) advise on substantive issues or possibly overlooked areas of research, 3) assure relevance of review, and 4) provide feedback on work in progress. TEP members may also be invited to review the draft report.

Approve final project scope and timeframe for completion

- OPs will be consulted as needed throughout the review process to ensure the report produced is relevant and actionable by VHA.

Provide feedback on draft report

- OPs will be given the opportunity to review the draft report and provide feedback; *however, OPs are typically not included as authors*. OPs will be acknowledged by name in the report for requesting the review and for their contribution to conceptualizing and disseminating the review. Similarly, TEP members will be acknowledged for their consultative role.
- ESP's editorial review process is designed to ensure the accuracy, quality, consistency, and credibility of evidence reports produced for the VHA. In addition to the OP review, draft ESP Systematic Reviews and Evidence Briefs are reviewed by at least 3 external peer reviewers with topic and methodological expertise, and selected TEP members. The ESP Coordinating Center (ESP CC) manages this peer review process independently from the ESP Center producing the report and works with each Center to balance, manage, or mitigate any potential nonfinancial conflicts of interest that are identified.
- All comments received on the draft report are considered by the ESP Center in preparation of the final report. De-identified reviewer comments and their disposition will be included as an appendix in the report. *The final report may not necessarily represent the views of OPs and peer reviewers.*

Assist with disseminating report findings to the field and relevant groups

- Final reports are posted on the ESP website and indexed in PubMed. If the review is to be published in a peer-reviewed journal, the report will be embargoed to allow for journal submission by the review team. During the embargo period, the report will be available to VHA affiliates via the intranet to support decision-making. OPs are not typically involved in manuscript development, but may be invited to participate at the discretion of the ESP Center.
- The ESP Center will be available to present the findings at a venue appropriate to the topic and decision-making needs (*eg*, national webinar/cyberseminars, leadership briefings, program/committee meetings, or conferences). OPs will be invited to participate in webinars/cyberseminars as discussants, in order to address implementation and policy implications of review findings.
- A Management eBrief may be developed to provide VHA management with a concise summary of findings to inform decision-making. OPs will be invited to review the draft and may be asked to provide content on implementation and policy implications of review findings and to identify appropriate dissemination targets.

Complete program follow-up questionnaire

- Upon completion of the report, OPs are surveyed on initial decision-making needs, resulting actions of the report's findings, implementation timeframe, and overall perception of report content. OP responses are used to support continuous quality improvement and evaluate the impact of ESP reviews.