

## CSTE Position Statement FAQs

### 1) Who can submit a position statement?

Authors of position statements should be CSTE active members engaged in the practice of epidemiology at the state, local, territorial, or tribal public health level. Associate members may be position statement co-authors but not the submitting author.

### 2) When are position statements due?

There are three mechanisms to submit a position statement for consideration by the CSTE membership and discussion at the CSTE Business Meeting. This includes the ordinary process, expedited handling, and presidential review. The requirements for each and the timeline for submission can be found here: <http://www.cste.org/webpdfs/positionstatements/PositionStatementTimeline2012.pdf>

### 3) How do I submit a position statement

Position statements should be submitted using the appropriate template available at <http://www.cste.org/dnn/AnnualConference/PositionStatements/tabid/191/Default.aspx>. Submission instructions will be available on the CSTE website.

### 4) What is the difference between the available position statement templates and which template should I use?

There are two different types of position statements –submission of a position statement resolution or a position statement for placing disease or conditions under national surveillance. The general format for each is below:

#### *Position Statement – Resolutions (Policy and Non Policy Resolutions)*

1. Title
2. Statement of the problem
3. Statement of the desired action(s) to be taken
4. Public health impact

#### *Position Statement Placing Disease or Conditions under National Surveillance<sup>i</sup>*

1. Title
2. Statement of the problem
3. Background and justification
4. Statement of the desired action(s) to be taken
5. Goals of surveillance
6. Methods for surveillance
7. Criteria for case identification
8. Case definition for case classification
9. Period of surveillance
10. Data sharing/release and print criteria

### 5) What if I want to place a healthcare-associated disease or condition under national surveillance?

In 2012, the CSTE Executive Board approved the use of the template specifically for healthcare-associated disease or conditions. This template can be accessed on the CSTE website along with the other position statement templates described above.

**6) What is an interim position statement?**

Interim position statements are approved by the CSTE Executive Board and immediately become official policy of CSTE until the next CSTE Business Meeting, when they must be ratified or they will become null. Interim position statements are posted to the CSTE website immediately after approval of the Executive Board.

**7) How does a position statement get approved?**

At the CSTE Annual Conference, all CSTE members are encouraged to attend the position statement discussions organized by CSTE Steering Committees, where each statement is presented by the author, discussed, and voted on. Position statements approved by the Steering Committees are brought to the CSTE Business Meeting for final approval. Dates and times of the Steering Committee discussions vary but are available in the yearly CSTE Annual Conference Agenda.

For final approval, position statements are reviewed at the CSTE Business Meeting. This meeting occurs yearly at the CSTE Annual Conference and is typically scheduled for Thursday morning. At this meeting, representatives from state and territorial health agencies vote on the position statements that should be approved. Each state and territory is given one vote.

**8) When does a position statement take effect and what happens after it is approved?**

All position statements once passed become the policy of CSTE and will be posted to [www.cste.org](http://www.cste.org). The original author who submitted the position statement to CSTE will remain responsible for tracking the position statement during the year following its adoption. By May 1 of the year following adoption of a position statement, the original submitter will be asked to report back to the CSTE Executive Board on the status and impact of the position statement. In addition, the CSTE National Office will follow-up with agencies that have been contacted for more information or response as listed on each position statement.

**For additional questions, please contact the CSTE National Office at 770-458-3811**

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<sup>1</sup> HAI specific conditions should use the template specifically for HAI conditions or diseases (see question #5)