



C3 Core Outcome Set Development Checklist

PART A: Core Outcome Domain Set Development Standards

This checklist describes the steps that C3 COS developers need to take in the *Core Outcome Domain Set* development process.

Step	Core Outcome Domain Set Development Standards	Check if complete
COS Group		
1.	Assemble your COS group, in accordance with C3 Manual	<input type="radio"/>
Registration		
2.	Submit COS development Application Form to C3	<input type="radio"/>
3.	Approval and registration within C3 obtained	<input type="radio"/>
Protocol Development		
4.	Define the Scope of the COS: Health Condition, Population, Intervention, and Context/Setting	<input type="radio"/>
5.	Develop Core Outcome Domain Set development protocol using C3 Manual	<input type="radio"/>
6.	Review and apply to COS-STAD and COS-STAP guidance documents	<input type="radio"/>
7.	Submit protocol to C3 Methods Group: chordcollab@gmail.com	<input type="radio"/>
8.	Protocol reviewed by C3 Methods Group	<input type="radio"/>
9.	Register protocol with COMET database and on C3 website via chordcollab@gmail.com	<input type="radio"/>
10.	Publish protocol, preferably in open access format	<input type="radio"/>
Generate Candidate Core Domain Set		
11.	Conduct a scoping review to identify all potentially relevant outcomes	<input type="radio"/>
12.	Review qualitative evidence and/or conduct qualitative work, including focus groups, surveys and/or interviews, as needed	<input type="radio"/>
13.	Generate long list of candidate outcome domains and provide established definitions, including lay descriptions	<input type="radio"/>

Consensus Process		
14.	Select Core Outcome Domains using a consensus process that includes an appropriate representation of stakeholders.	○
Dissemination and Implementation		
15.	Share the Core Outcome Domain Set among the stakeholder groups that participated in the Delphi consensus process	○
16.	Register the Core Outcome Domain Set in COMET database and on C3 website via chordcollab@gmail.com (i.e. update work as completed)	○
17.	Publish Core Outcome Domain Set following COS-STAR	○
18.	Plan and conduct further implementation and dissemination strategies following the HOME Implementation Roadmap	○



PART B: Core Outcome Measurement Instrument Development Standards

This checklist describes the steps that C3 COS developers need to take in the *Core Outcome Measurement Instrument* development process.

Step	Core Outcome Measurement Instrument Development Standards	Check if complete
Working Group(s)		
1.	Assemble Core Outcome Measurement Instrument Working Group(s) (e.g. one for each Core Outcome Domain)	<input type="radio"/>
Protocol Development		
2.	Develop Core Outcome Measurement Instrument development protocol, using C3 Manual	<input type="radio"/>
3.	Review and apply C3 guidance documents	<input type="radio"/>
4.	Submit protocol to C3 Methods Group: chordcollab@gmail.com	<input type="radio"/>
5.	Protocol review by C3 Methods Group	<input type="radio"/>
6.	Register protocol with COMET database and on C3 website via chordcollab@gmail.com	<input type="radio"/>
7.	Publish study protocol, preferably in open access format	<input type="radio"/>
Generate Candidate List of Instruments		
8.	Conduct a scoping review to find all available relevant Outcome Measurement Instruments per Core Outcome Domain	<input type="radio"/>
9.	Assess whether the instruments match the target domain (is the instrument likely to capture the outcome of interest?)	<input type="radio"/>
10.	Assess whether the instruments are feasible to implement based on a priori criteria	<input type="radio"/>
11.	If #9 AND #10 are Yes, continue with quality assessment. If #9 and #10 are No, instrument should not be taken into further consideration	<input type="radio"/>
12.	If either no instruments are available, or none pass #9 and #10, a new instrument should be developed	<input type="radio"/>
Assessment of Measurement Properties		

13.	Conduct a systematic review of instruments in accordance with guidance depending on the type of instruments, see detailed description in C3 Manual	○
14.	Evaluate content validity first to avoid wasted effort, if applicable	○
15.	If #14 is Yes, continue with the assessment of other measurement properties. If #14 indicates inadequate or missing content validity, proceed to step 17	○
16.	Perform evidence synthesis and define gaps in validation evidence	○
17.	If gaps in validation evidence exist, consider performing additional instrument development studies or studies on measurement properties (optional)	○
18.	Identify candidate instruments for each Core Outcome Domain	○
Consensus Process		
19.	Whenever possible, select one instrument per domain through a consensus process that includes an appropriate representation of stakeholders	○
Dissemination and Implementation		
20.	Share the Core Outcome Measurement Set among all participating stakeholder groups	○
21.	Register the Core Outcome Measurement Set in COMET database and on C3 website via chordcollab@gmail.com (i.e. update work as completed)	○
22.	Publish Core Outcome Measurement Set following COS-STAR	○
23.	Plan and conduct further implementation and dissemination strategies following the HOME Implementation Roadmap	○

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