



NCCU CLINICAL GUIDELINES

PREFACE

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Clinical guidelines development and review process
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Neonatology Clinical Guidelines
King Edward Memorial/Princess Margaret Hospital
Perth Western Australia
Authorised by
Neonatal Coordinating Group

CLINICAL GUIDELINES DEVELOPMENT AND REVIEW PROCESS

1. Define and assess need/topic for guideline.
2. Form Review Team (RT) members and identify Key Stakeholders
3. Assign one person as coordinator/point of contact for all RT members. Usually the Guidelines Coordinator.
4. Research, appraise and collate evidence / current best clinical practice
5. Develop 1st DRAFT
6. Distribution 1st DRAFT to key stakeholders / team members for critical appraisal and feedback.
7. Coordinator to feedback changes and comments to key stakeholders / RT members – suggest 7 days MAX to feedback. Repeat this step until = FINAL DRAFT
8. FINAL DRAFT circulated to members of Neonatal Coordinating Group (NCG) prior to monthly meeting. (Suggest 7 days prior to meeting to allow review)
9. Feedback changes and comments prior to/or at NCG to Coordinator until deemed = COMPLETED
10. Final Guideline ratified by the Neonatal Coordinating Group
11. Guideline database updated by Guidelines Coordinator and Intranet and Internet notified.
12. Change of Practice Action Plan needed? Assign person responsible for action plan implementation/dissemination.
13. Evaluation of guideline three years from date of implementation OR if evidence changes required to clinical practice
14. Guideline Process and Database to be maintained by the Guidelines Coordinator.