



CLINICAL PRACTICE GUIDELINE

# Guidelines development, implementation, evaluation and review processes: OGD

This document should be read in conjunction with the [Disclaimer](#)

## Aim

1. To provide a clear, accessible guide for the identification, development, implementation and review of the Obstetrics and Gynaecology Directorate (OGD) evidence-based clinical guidelines.

## Key points

Evidence-based clinical guidelines:

1. Are based on the best available scientific evidence, if not available they are based on current best clinical practice
2. Identify and list the literature used in their development and review
3. Are **guides to appropriate care at the tertiary level of health service**
4. Are developed following the WNHS Policy Manual: [Policy Introduction](#), [Review and Dissolution](#)

## Clinical guideline review process

Procedure	Additional information
<b>New guideline</b>	
<ol style="list-style-type: none"> <li>1. Identify an issue/topic for guideline construction</li> <li>2. Identify key stakeholders and discuss issue/topic with them. If supported by key stakeholders, contact OGD Clinical Guidelines Coordinator</li> <li>3. Guideline Coordinator reviews if existing guidelines could incorporate the proposed content. If new guideline required, sends request to OGD Co-Directors for decision</li> <li>4. If guideline issue/topic accepted by Co-directors, form project team as required</li> <li>5. Follow steps below</li> </ol>	<p>Does the issue/topic require a guideline? Determine need for and scope of the guideline, define purpose of new guideline and the target audience</p> <p>Consider other options- e.g. is there already a pre-existing Department of Health, NMHS or WNHS policy or guideline on this topic that could have extra details added; or creation of a local Procedural document instead.</p> <p>All new guidelines require OGD Co-Director approval. Each guideline to have an owner / pod lead who is determined by the OGD Medical and Nurse Midwife Co-Directors</p>

Procedure	Additional information
<b>Review of existing or new guideline content</b>	
<p>1. Formulate a draft document through:</p> <ul style="list-style-type: none"> <li>• a review of the scientific literature</li> <li>• consultation with experts</li> <li>• an assessment of current practice</li> </ul> <p>2. Develop the DRAFT</p>	<p>Clinical guidelines based on the findings of rigorous research increases the likelihood of providing the best possible care for women and neonates. Ongoing assessment of the literature, expert opinion and review of current practice ensures this.</p>
<p>3. Distribute DRAFT to key stakeholders and project team members for review and critical appraisal</p>	<p>Ensures key clinical experts can review the literature and current best clinical practice and make consensus decisions</p>
<p>4. Receive feedback and complete the FINAL DRAFT. Complete the Cover Sheet (key stakeholders, history, reviewers, and feedback)</p>	<p>The author/ pod lead is to collate all feedback and produces the final draft. A final review and ratification process ensures clinical consensus. No reply from clinicians is deemed to confirm the party has <b>no</b> comment</p>
<p>5. Send FINAL DRAFT (with completed cover sheet) to Clinical Guidelines Co-ordinator</p>	<p>The cover sheet is to be used for information of WNHS staff only and should be removed prior to uploading on the internet</p>
<p>6. Final guideline added to the next relevant committee meeting agenda for ratification</p> <ul style="list-style-type: none"> <li>• If ratified- document prepared for uploading to intranet/ internet</li> <li>• If not ratified, sent back to author with feedback; author to amend, then see step 5</li> </ul>	<p>Out of session guideline approval (e.g. RCA, urgent, or minor guideline changes) requires guideline approval by either the committee out of session or the OGD Medical and Nurse Midwife Co-Directors</p>
<p>7. Disseminate the new/reviewed guideline via:</p> <ul style="list-style-type: none"> <li>• Publishing of the new/reviewed guideline on the intranet/internet*</li> <li>• Publishing a summary of the guideline changes on intranet and internet for WNHS and state-wide contacts to access</li> <li>• Informing the target audience (WNHS clinicians) of the guideline's changes/ availability by <ul style="list-style-type: none"> <li>➤ email distribution of the</li> </ul> </li> </ul>	<p>Active dissemination of guidelines to all relevant areas and to clinicians is a prerequisite for effective implementation<sup>1</sup>. *Local (unit / department) procedures and Restricted Area Guidelines may be uploaded to the intranet (HealthPoint) only</p>

Procedure	Additional information
<p>summary of guideline changes ('New and Updated Guidelines' list) to KEMH OGD clinical areas- nursing, midwifery &amp; medical staff</p> <ul style="list-style-type: none"> <li>➤ advertising guideline updates on the WNHS public relations e-newsletter</li> <li>➤ advertising OGD guideline updates on the side of the OGD guideline HealthPoint hub pages</li> </ul>	
<p>8. Review the guideline:</p> <ul style="list-style-type: none"> <li>• Three years from last review date or</li> <li>• In response to new evidence</li> </ul> <p>Review processes to be coordinated by the Clinical Nurse /Midwife Specialist for Guidelines and Quality.</p>	<p>In order for guidelines to remain current they must undergo regular review and updating.</p> <p>Ensures clinical guidelines are reviewed and/or developed adhering to the processes of the Health Service policies</p>
<p>9. <b>Compliance and evaluation:</b> Guidelines that are determined 'high risk' by the Obstetrics and Gynaecology Directorate (OGD) are to be regularly audited for compliance.</p>	<p>An audit tool may be attached as an appendix to the relevant guideline where available</p> <p>Audit measures the effectiveness of the guideline and evaluates if the key intended guideline outcomes are being achieved</p>

## References and resources

1. National Health and Medical Research Council. **A guide to the development, implementation and evaluation of clinical practice guidelines**. Canberra: Australian Government Publishing Service; 1999. Accessed 04/03/2020.


## Related legislation and policies

### NMHS Policies

- [Policy Publication to HealthPoint Policies at NMHS](#)
- [NHMS Policy Management Policy](#)

## Related WNHS policies, procedures and guidelines

- WNHS Policy Manual: [Policy Introduction, Review and Dissolution](#)
- See also WNHS HealthPoint pages – Policy [Governance](#) ; [Developing a Policy](#) ; [Policy and Guideline Updates](#)

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