

## Guidance for completion of checklist for **NEW** clinical guideline

The purpose of this document is to provide guidance to lead authors when completing the clinical guideline checklist to accompany new guidelines requiring approval, please refer to the [NHSGGC Clinical Guideline Framework and Toolkit](#) or if you have any questions or require support please email [Clinical.guidelines@ggc.scot.nhs.uk](mailto:Clinical.guidelines@ggc.scot.nhs.uk)

**PLEASE NOTE: the checklist should be downloaded for completion.**

### Section (A) – Clinical Guideline Information

- The name of the guideline should be clear and transparent as to the content of the guideline.
- Date of next review should be a **maximum of 3 years** from the date of development of the guideline.
- Lead author should be a permanent substantive member of staff.
- We would ask that any changes to lead author (for example due to change of job or responsibilities) are communicated to [clinical.guidelines@ggc.scot.nhs.uk](mailto:clinical.guidelines@ggc.scot.nhs.uk)

### Section (B) – Guideline Development and Consultation

- The rationale for the guideline should explain why the guideline has been developed, and why is there a need for it.
- Please ensure all key stakeholders have been consulted at the development or review stage i.e. pharmacist or infection control if applicable
- Dissemination & Implementation – All clinical guidelines will be added to the [NHSGGC Clinical Guideline Platform](#) and disseminated through the Clinical Governance Related Publication monthly update, however, responsibility for implementation/awareness raising is with the lead author/guideline development group. The approach should be tailored to suit local circumstances taking into account any particular potential barriers, characteristics of the patient population and any potential health inequities. It is important to build in support and incentives and to consider the resources needed for successful implementation.

### Section (C) – About your guideline and the approval process

The [NHSGGC Clinical Guideline Platform](#) is organised into Tags and Toolkits. The Tag is the high-level category under which your guideline will sit, related to the wide area of applicability, e.g., Acute, NHSGGC Wide, Primary Care for example. Your guideline may be applicable to more than one 'Tag', for example it may be for use in Acute but also include guidance on Medicines/ Pharmacy. Toolkits are the sub-category which provides a more specific location for your guideline, often related to specialty. These are agreed areas for storing guidelines relating to a similar topic which enable users to easily find the required guideline.

- Please select the relevant 'Tag' (areas the guideline will be applicable to). These are used to determine the appropriate approval group and are also highlighted on the guideline itself on the [NHSGGC Clinical Guideline Platform](#) to enable users to see the expected areas of applicability.
- Guideline Toolkits – Please choose 1 main toolkit, from the drop-down menu, which is the main topic of your guideline and up to 4 additional toolkits. The guideline will appear in all selected toolkits on the platform

Scope and Purpose of the Clinical Guideline - provide an overview to healthcare and other professionals, stakeholders and the public about the expected content of the guideline, including:

- what the clinical guideline will include, and what will not be covered.
- Identification of the key clinical issues that must be included (and what will not be covered)
- Identification and consideration of equality issues (groups that may merit specific consideration, e.g. specific ethnic groups or people with learning disabilities)
- Populations to be included or excluded – for example, age groups or people with certain types of disease or condition.
- Healthcare setting – for example, primary, secondary or tertiary care.
- The different types of interventions and treatments to be included and excluded – for example, diagnostic tests, surgical treatments, medical and psychological therapies, rehabilitation and lifestyle advice.

It is important that the scope is as specific as possible about the interventions the guideline is intended to cover and includes the main outcomes that will be considered.

- If there are additional cost/service implications associated with the guideline, please provide as much information as possible, detailing expected costs
- Please provide relevant key words (up to 5) or search terms which you feel would be useful to users searching for your guideline

If the guideline contains hyperlinks to other guidelines or documents, please consider the following;

- Ensure hyperlinks remain relevant, consider linking to a site rather than a document
- Are you aware of any implications of hyperlinking to this document/site
- Are you comfortable with the content you are hyperlinking to