NHSGGC Clinical Guideline Archiving Process for Clinical Guidelines Contained within the NHSGGC Clinical Guideline Platform

NEW /MIGRATED CLINICAL GUIDELINES UPDATED CLINICAL GUIDELINES DELETED CLINICAL GUIDELINES RETRIEVAL OF GUIDELINES Requests to retrieve clinical guideline posted on the NHSGGC Clinical The clinical guideline is posted on the The updated clinical guideline is posted The clinical guideline is deleted from Guideline Platform will be submitted to clinical.guideline@ggc.scot.nhs.uk NHSGGC Clinical Guideline Platform. on the NHSGGC Clinical Guideline the NHSGGC Clinical Guideline Platform. Platform. The search will be based on the clinical guideline title, one or more parts of the clinical guideline naming convention i.e. Drug Name/Procedure, ***A clinical quideline is defined as Condition, Patient Group must be provided along with a specific date or a updated even If there are no changes date period to base the search on. to clinical content and the only the review date has been changed. *** A record is created in the CGSU The record in the CGSU clinical The record in the CGSU clinical clinical guideline database and the guideline database is updated to show quideline database is updated to When a guery is received to retrieve a clinical guideline posted on the clinical quideline is allocated a a new version number. record that the clinical guideline has clinical guideline platform, the CGSU clinical guideline database will be unique ID number been deleted, the date it was removed searched to determine which version(s) of a guideline was posted on the The date from which the previous from the clinical guideline platform and clinical guideline directory on any given date or within any specified time A version number is allocated. version becomes obsolete and the date the rationale for deletion are recorded period. from which the update version has in the CGSU clinical guideline been posted on the platform is database. recorded in the CGSU clinical guideline The date from which the version database. becomes obsolete is recorded in the CGSU clinical guideline database. The version of the clinical guideline which was posted on the clinical guideline platform on the specified date or within the specified date period will be located in the appropriate folder/sub folder within the LIVE CGERD site. The original sub folder in the LIVE The title of the original folder in the A folder for the clinical guideline is created in the LIVE CGERD site, CGERD site is amended to detail the LIVE CGERD site is amended to detail titled with the clinical guideline date from which the previous version the guideline as Deleted. unique ID number. became obsolete The CGSU Team will provide the requester with a copy the PDF version of the clinical guideline document and confirmation of the date period The clinical guideline document and The updated clinical guideline when the version was posted on the directory. checklist are saved in the folder. document and checklist are saved in the folder. The CGSU team will provide text for the CSGU related guidance bulletin to identify which clinical guidelines have been newly posted, which have been updated and which have been archived in that month.