NHSGGC Clinical Guideline Review/Update Process for Clinical Guidelines Contained within the NHSGGC Clinical Guideline Platform

Email received by the Lead Author with request to review the clinical guideline

The Lead Author to determine the level of review required for the clinical guideline by:

- Literature searching
- Distribute clinical guideline to clinical experts for a view
- To take cognisance of new evidence or developments in the field

Clinical guideline content **does not** require updating.

Lead Author to advise of no changes and new review date to CGSU ggc.clinical.guidelines@nhs.scot

Lead Author will receive an email confirming the clinical guideline has been posted on the NHSGGC Clinical Guideline Platform and the review process will be initiated.

Clinical guideline content **does** require updating. Changes are to be made. For example

- Changes to contact details
- Updates to hyperlinks
- Reformatting, ordering
- Minimal changes to text

Lead Author to make relevant changes to word document

Lead Author to complete the appropriate checklist and submit the updated clinical guideline word document and the checklist to ggc.clinical.guidelines@nhs.scot

Lead Author will receive an email confirming the Clinical Guideline has been posted on the NHSGGC Clinical Guideline Platform and the review process will be initiated.

Clinical guideline content **does** require updating. Changes are to be made. For example

- Have interventions (whether diagnostic or treatment) been superseded or replaced by other interventions?
- Has new evidence altered the relation between benefits and harm?
- Have outcomes not considered at the time of the original guideline become important or have outcomes considered important now become unimportant.

Lead Author to update the clinical guideline in line with the NHSGGC Clinical Guideline Framework and Toolkit and subject to, the development, and review and approval process.

Lead Author to complete the appropriate checklist and submit the updated clinical guideline word document and the checklist to ggc.clinical.guidelines@nhs.scot

The CGSU team will carry out a high level review of the clinical guideline and the checklist against the criteria in the framework, prior to submission to an appropriate approving group for consideration.

Lead Author will receive an email confirming the Clinical Guideline has been posted on the NHSGGC Clinical Guideline Platform and the review process will be initiated **OR**

Clinical guidelines which are **Not** approved will be returned to the Lead Author by the CGSU team with the approving groups comments. (Please refer to Clinical Guideline Development & Review Process)