



CLINICAL GUIDELINE

Guideline Name

A guideline is intended to assist healthcare professionals in the choice of disease-specific treatments.

Clinical judgement should be exercised on the applicability of any guideline, influenced by individual patient characteristics. Clinicians should be mindful of the potential for harmful polypharmacy and increased susceptibility to adverse drug reactions in patients with multiple morbidities or frailty.

If, after discussion with the patient or carer, there are good reasons for not following a guideline, it is good practice to record these and communicate them to others involved in the care of the patient.

Version Number:	<i>Enter Author version number</i>
Are there changes to the clinical advice in this version?:	<i>Yes/No</i>
Date Approved:	<i>e.g. 19th January 2017</i>
Date of Next Review:	<i>Enter the date the next review to take place e.g. 19th January 2019</i>
Lead Author:	<i>Enter name of Lead Author</i>
Approval Group:	<i>Enter name of Approval Group</i>

Important Note:

The Intranet version of this document is the only version that is maintained. Any printed copies should therefore be viewed as 'Uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

Header: INSERT GUIDELINE NAME

Please follow naming convention specified on checklist
ie – Drug Name/Procedure – Condition – Patient group – Scope



CONTENTS

Please consider adding a contents page. However if your guideline is greater than 8 pages a contents page is required. The contents page should reflect your individual guideline subheadings, examples are provided below for reference.

AIM/OBJECTIVE OF GUIDELINE

eg. This guideline covers diagnosing and managing It aims to improve care/reduce variation/ensure quicker and more accurate diagnosis/specify the most effective treatments for people....

INTRODUCTION/BACKGROUND

Include brief overview about procedure/condition/applicable patient group (specify age range if applicable)

SCOPE

Which services/sites/staff groups will use the guideline?

ROLES/RESPONSIBILITIES

Specify authorized personnel/specific staff competencies for all staff groups that will use the guideline.
Are there any training requirements?

GUIDELINE

This can be free text/SBAR format/flow chart which describes process
Consider inclusion of:

- Investigations/Diagnosis,
- Equipment/Materials,
- Contraindications/exceptions,
- Treatment algorithms,
- Recommendations.

REFERENCES

Include reference to any related documentation/NHSGGC guidelines currently on the Clinical Guideline Directory.
Cite guideline evidence.

APPENDICES

Additional documentation/forms referenced in the guideline text.
Abbreviations/glossary of terms, if applicable.

Footer: Consider inclusion of

Clinical Guideline Name

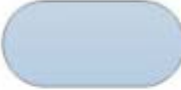




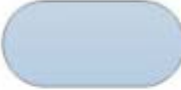




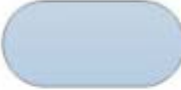




Version Number:

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POINTS TO CONSIDER WHEN DEVELOPING A CLINICAL GUIDELINE

Lead Authors are encouraged to consider the overall presentation of the Clinical Guideline in line with the NHSGGC [Accessible Information Policy](#) which is available via Staff Net.

Area	Recommendation
Guideline Title	Provide a clear title which accurately reflects the Clinical Guideline content. As per the Clinical Guideline Framework and Checklist, the following naming convention is preferred: Drug name or procedure – Condition – Patient Group – Scope
Format	Please provide original guideline in WORD format if available – this is the preferred format for submitting the guideline. A standard front page will be added by Clinical Effectiveness Staff and the combined document will be uploaded to the directory in PDF Format.
Front page	All guidelines will have a standard front page (unless Service specify otherwise).
NHS logo	NHS logo to be inserted at top right hand corner.
Font	Font should be consistent throughout, consider Arial 11 as standard. For headers, consider using bold font in Arial 12. Use bold type for emphasis, rather than italics, underlining, capitalisation, or simulated handwriting.
Page layout	A portrait format is preferable.
Margins	Margins are recommended as 1.5cm.
Spacing	Use single line spacing.
Bullet points	When using bullet points, please use bullet library and ensure all points are aligned correctly
Headers/Footers	Any headers and footers should be consistent throughout and correspond with the guideline title. The footer should contain guideline name, version number, review date and page numbers
Pagination	Consider pagination – does this match a table of contents if included?
Language	The first time you use an abbreviation or acronym write it in full unless it's well known. Don't use an acronym if you're not going to use it again later in the text.
Hyperlinks	Ensure all hyperlinks work appropriately, in particular any which link to external facing Sites. Do not hyperlink to a desktop or a Department specific site.
Tables	Use gridlines to define table sections. Text should be clear and easy to read, preferably Arial 10 (as a minimum). If cutting and pasting a table, please ensure all information is copied from original document correctly.
Pictures/Figures/Graphs	Avoid too much text in a graphic, use footnotes instead, if appropriate. Resolution must be high; guideline will be uploaded in PDF format. Consider copyright permissions for any illustrations or photos used.

Area	Recommendation																		
Flow charts	<p data-bbox="438 138 1228 174">If including a flowchart, appropriate symbols should be used</p> <table border="1" data-bbox="501 259 1350 1052"> <thead> <tr> <th data-bbox="501 259 778 389">Symbol</th> <th data-bbox="780 259 1038 389">Name</th> <th data-bbox="1040 259 1350 389">Function</th> </tr> </thead> <tbody> <tr> <td data-bbox="501 392 778 521"></td> <td data-bbox="780 392 1038 521">Start/end</td> <td data-bbox="1040 392 1350 521">An oval represents a start or end point</td> </tr> <tr> <td data-bbox="501 524 778 654"></td> <td data-bbox="780 524 1038 654">Arrows</td> <td data-bbox="1040 524 1350 654">A line is a connector that shows relationships between the representative shapes</td> </tr> <tr> <td data-bbox="501 656 778 786"></td> <td data-bbox="780 656 1038 786">Input/Output</td> <td data-bbox="1040 656 1350 786">A parallelogram represents input or output</td> </tr> <tr> <td data-bbox="501 788 778 918"></td> <td data-bbox="780 788 1038 918">Process</td> <td data-bbox="1040 788 1350 918">A rectangle represents a process</td> </tr> <tr> <td data-bbox="501 920 778 1052"></td> <td data-bbox="780 920 1038 1052">Decision</td> <td data-bbox="1040 920 1350 1052">A diamond indicates a decision</td> </tr> </tbody> </table>	Symbol	Name	Function		Start/end	An oval represents a start or end point		Arrows	A line is a connector that shows relationships between the representative shapes		Input/Output	A parallelogram represents input or output		Process	A rectangle represents a process		Decision	A diamond indicates a decision
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