

## CLINICAL GUIDELINES APPROVAL PROCESS

The clinical guidelines approval process has changed. All clinical guidelines are now being approved by the new Clinical Guidelines Group which meets monthly (see [meeting dates and contact details](#)).

Members of the group are; the Divisional Governance Facilitators/Co-ordinators, representatives from Pharmacy, the Guidelines Team and Library Services. The group is Chaired by the Head of Medical Quality.

## SUBMITTING GUIDELINES TO THE CLINICAL GUIDELINES GROUP

Prior to submission to the group all guidelines should be approved at an appropriate governance meeting. This may be an SDU meeting/specialist group or for nursing guidelines used Trust-wide the Nursing, Midwifery and AHP Board. In order to demonstrate that a guideline has been through the appropriate approvals, a completed [Guidelines Review Form](#) needs to accompany the guideline when it is submitted to the Clinical Guidelines Group. (There is a flow chart of the process on 2 page.) **Any guidelines submitted without a completed Guidelines Review Form will be returned.**

Any medicine content in a clinical guideline still needs to be checked by a pharmacist, who will complete a Medicines Check List. Ideally a pharmacist should be directly involved with the update from the outset if a guideline includes medicines. The completed Medicine Check List needs to be submitted to the Clinical Guidelines Group, along with the guideline (and Guidelines Review Form) to demonstrate that the medicine content has been checked. Please contact either the Medicines Resource Centre ([bucks.medicinesresourcecentre@nhs.net](mailto:bucks.medicinesresourcecentre@nhs.net)) or the Guidelines Team ([bht.guidelines@nhs.net](mailto:bht.guidelines@nhs.net)) if you are unsure of the lead pharmacist for your specialty.

Equality impact assessments must be completed for all clinical guidelines– the template for this can be found here [http://swanlive/sites/default/files/bht\\_eia\\_form\\_template-part\\_one.docx](http://swanlive/sites/default/files/bht_eia_form_template-part_one.docx).

To summarise, clinical guidelines for approval by the Clinical Guidelines Group need to be submitted to the Guidelines Team via [bht.guidelines@nhs.net](mailto:bht.guidelines@nhs.net) along with the completed:

- [Guidelines Review Form](#)
- Medicine Check List (if required; contact the Guidelines Team or the Medicine Resource Centre to arrange one if a pharmacist has not been involved with the update)
- [Equality Impact Assessment](#)

## OUT OF DATE GUIDELINES

The new group will also be monitoring out of date guidelines and escalating any issues to the Trust-wide Policy Subgroup which reports to the Executive Management Board.

Please click here for the [Clinical Guidelines Template](#).

If you have any queries about the new process please contact Susan Felix or Karen Batten via [bht.guidelines@nhs.net](mailto:bht.guidelines@nhs.net) or phone 130 4976.

All the information above and associated documents can be found on the intranet under [Policies and Guidelines/Clinical Guidelines/Clinical Guidelines Group](#).