

**TITLE-** Needs to be concise and include key words that describe the subject matter of the Guideline

All words in title are in capital, except ‘minor words’

|  |  |
| --- | --- |
| **TARGET AUDIENCE** | Suggested options include Board-wide, secondary care, primary care, care homes etc. |
| **PATIENT GROUP** | Which patients or patient groups does this guidance apply to (e.g. all paediatric patients) |

**Clinical Guidelines Summary**

* Summary should be in a flow chart format or bulleted series of points/lines. It should contain all key points/messages of the Guideline
* Summary should be ideally covered in one page

# Guideline Body

This section will normally contain more detailed information to support summary and should have a **content** list to start with in his section.

Basic tips:

* The guideline should be concise and not be too long. Less is more!
* Structure your guideline in a meaningful manner.
* Use plain English as much as possible and only use approved abbreviations (use full name when first used in guideline and abbreviations thereafter)
* Avoid adding personal details within your guideline body, such as individuals’ names, addresses, telephone number, emails etc.
* Consider different options, e.g. parts of your guidelines published as a pathway in a flow chart, tables and graphs (links can be embedded in guideline and opened by users)

**References/Evidence**

Any content in your guideline that is either quoted, paraphrased and/or borrowed from an external source must be attributed to the original.
For published papers, Harvard referencing style is preferable

e.g.

Yaşar I., Kahveci R., Baydar Artantaş A., Ayhan Başer D., Gökşin Cihan F., Şencan I., Koç E. M., Özkara A. (2016) Quality Assessment of Clinical Practice Guidelines Developed by Professional Societies in Turkey, *PLoS One*. 11(6). DOI: https://doi.org/10.1371/journal.pone.0156483.

# Appendices

1. **Governance information for Guidance document**

|  |  |
| --- | --- |
| **Lead Author(s):** |  |
| **Endorsing Body:** |  |
| **Version Number:** |  |
| **Approval date** |  |
| **Review Date:** |  |
| **Responsible Person (if different from lead author)** |  |

|  |
| --- |
| **CONSULTATION AND DISTRIBUTION RECORD** |
| **Contributing Author / Authors** |  |
| **Consultation Process / Stakeholders:** |  |
| **Distribution** |  |
| **CHANGE RECORD** |
| **Date** | **Lead Author** | **Change** | **Version No.** |
|  |  | *e.g. Review, revise and update of policy in line with contemporary professional structures and practice*  | 1 |
|  |  |  | 2 |
|  |  |  | 3 |
|  |  | . | 4 |
|  |  |  Removal os Sodium Chloride for baldder irrigation |  5 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.You can include additional appendices with complimentary information that doesn’t fit into the main text of your guideline, but is crucial and supports its understanding.**

e.g. supporting documents for implementation of guideline, patient information, specific monitoring requirements for secondary and primary care clinicians, dosing regimen/considerations according to weight and/or creatinine clearance