

## Guidance for completion of checklist for **UPDATED** clinical guideline

The purpose of this document is to provide guidance to lead authors when completing the clinical guideline checklist to accompany updated guidelines requiring approval, please refer to the [NHSGGC Clinical Guideline Framework and Toolkit](#) or if you have any questions or require support please email [Clinical.guidelines@ggc.scot.nhs.uk](mailto:Clinical.guidelines@ggc.scot.nhs.uk)

**PLEASE NOTE: the checklist should be downloaded for completion.**

### Section (A) – Clinical Guideline Information

- The name of the guideline should follow the naming convention in the checklist.
- Date of next review, this should be a **maximum of 3 years** from the date of development of the guideline.
- Lead author should be a permanent substantive member of staff.
- Please highlight if there is a change in lead author.

### Section (B) – Guideline Development and Consultation

- Please advise which Clinical Guideline, this updated version replaces
- Please ensure all key stakeholders have been consulted at the development or review stage i.e. pharmacist or infection control if applicable
- Changes to clinical guideline content/advice/drugs - Please include all changes to clinical content made in the updated guideline
- Minor changes to guideline - Please include any minor changes to the guideline, such as formatting, spelling or grammar amendments
- Rationale for changes made to Clinical Guideline content/advice/drugs - Please explain why changes were made to the guideline and the evidence this is based on e.g. NICE/SIGN guideline or expert opinion
- Dissemination & Implementation – All clinical guidelines will be added to the [NHSGGC Clinical Guideline Platform](#) and disseminated through the Clinical Governance Related Publication monthly update, however, responsibility for implementation/awareness raising of the updated guideline is with the lead author/guideline development group. The approach should be tailored to suit local circumstances taking into account any particular potential barriers, characteristics of the patient population and any potential health inequities. It is important to build in support and incentives and to consider the resources needed for successful implementation.

### Section (C) – About your guideline

The [NHSGGC Clinical Guideline Platform](#) is organised into Tags and Toolkits. The Tag is the high-level category under which your guideline will sit, related to the wide area of applicability, e.g. Acute, NHSGGC Wide, Primary Care for example. Your guideline may be applicable to more than one 'Tag', for example it may be for use in Acute but also include guidance on Medicines/ Pharmacy. Toolkits are the sub-category which provides a more specific location for your guideline, often related to specialty. These are agreed areas for storing guidelines relating to a similar topic which enable users to easily find the required guideline.

- Please check that your guideline is still in the most relevant toolkit or whether there are additional toolkits under which you would like your guideline to appear.
- Some toolkits have sub toolkits within them, please select the relevant sub toolkit for your guideline if appropriate
- Please provide relevant key words (up to 5) or search terms which you feel would be useful to users searching for your guideline

If the guideline contains hyperlinks to other guidelines or documents, please consider the following;

- Ensure hyperlink remain relevant, consider linking to a site rather than a document
- Are you aware of any implications of hyperlinking to this document/site
- Are you comfortable with the content you are hyperlinking to