Clinical Guideline Development, Review, Approval and Posting on the NHSGGC Clinical Guideline Platform

Lead author develops a clinical guideline in line with the principles of the NHSGGC Clinical Guideline Framework and Toolkit

Lead author submits the clinical guideline, along with the completed checklist (new or updated guideline) to clinical.guidelines@ggc.scot.nhs.uk which is managed by the Clinical Governance Support Unit (CGSU)

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.

Following the high level review, if the checklist is complete and there are no other issues noted, the CGSU will submit the clinical guideline and checklist to the secretariat of the appropriate approving group on the lead author's behalf and advise the lead author accordingly.

Following the high level review, if the checklist is incomplete and/or there are any issues noted the CGSU will liaise with the lead author to ensure the checklist is complete and the issues resolved prior to submission to an appropriate approving group for consideration.

Secretariat of the approving group:

- emails the clinical guideline and the completed checklist, to the approving group members
- adds the clinical guideline to the agenda for the next available meeting

The approving group members assess the clinical guideline against the criteria in the Approval Group Guidance in advance of the next meeting.

At the approving group meeting where the clinical guideline is tabled, the Chair of the group invites discussion on the clinical guideline. Thereafter, a decision is made on whether or not to approve the clinical guideline.

If approved, the Secretariat for the approving group

- completes the checklist and sends the clinical guideline and completed checklist to clinical.guidelines@ggc.scot.nhs.uk

The clinical guideline is posted on the NHSGGC Clinical Guideline Platform.
The lead author receives an email to confirm the clinical guideline is posted and the review process will be initiated

The lead author is notified via email that the clinical guideline is due for review, 90 days prior to the expiry of the clinical guideline review date.

If NOT approved, the Secretariat for the approving group returns the guideline and checklist to clinical.guidelines@ggc.scot.nhs.uk with comments.

The CGSU team liaises with the lead author regarding the approving group comments,

The lead author amends the clinical guideline accordingly and returns to clinical.guidelines@ggc.scot.nhs.uk