

Guidance for Approval groups

Clinical guidelines should only be developed if required, and are subject to approval by an appropriate group, depending on the scope of the guideline. A flow chart summarising the appropriate approval mechanisms is available here: [Approval process](#)

New/Updated Clinical Guidelines requiring approval

The relevant approval group is asked to assess the guideline on the basis of key criteria below and the [NHSGGC Clinical Guideline Framework and Toolkit](#), and to consider the approval of the guideline if satisfied that these criteria have been fulfilled/met.

The approval group is not asked to review and comment on the clinical content of the guideline, but to seek assurance that the key groups/ individuals have been involved in the guideline development and consultation (thus providing assurance that the clinical content is accurate).

If the guideline has implications for other specialties/sites/sectors or directorates, the approval group should ensure these areas have been consulted.

The approval group should consider the following questions, based on AGREE principles (Appraisal of Guidelines for Research and Evaluation), to determine if the guideline should be approved;

- Are you satisfied that there is a need for the clinical guideline?
- Has the overall objectives of the clinical guideline been specifically described?
- Has the clinical questions covered by the clinical guideline been specifically described?
- Are the patients to whom the clinical guideline is applicable to, specifically described?
- Does the title of the guideline accurately reflect the content and scope of the guideline?
- Is there a lead author?
- Have the relevant professionals been involved in the development of this guideline?
- Are the target users clearly defined?
- Have the cost implications of the recommendations been considered?
- Are the clinical guideline recommendations specific and unambiguous?
- Are the key recommendations easily identifiable?
- Does the clinical guideline contain a review date (recommended 3 years maximum)?
- Has the implementation of the guideline been considered?
- Are there any copyright considerations?
- If the clinical guideline contains hyperlinks, have these been checked for relevance?
- Does the group agree the hyperlinks are appropriate? (if any links are to decision making tools, please advise Clinical.guidelines@ggc.scot.nhs.uk)
- If the guideline includes medicines, do they reflect use as per [NHSGGC Medicines Formulary](#)

**Please advise Clinical.guidelines@ggc.scot.nhs.uk
if guideline is approved; approved with provisos or not approved**

Breached Clinical Guidelines

When clinical guidelines breach their review date and the lead author does not engage, clinical guidelines may be escalated to the appropriate approving group to determine if the current version of the guideline;

- remains clinically relevant and does not require changes (a new review date can be applied)
- remains clinically relevant although changes are required but remains safe for use until the lead author engages
- is unsafe for use and should be removed from the [NHSGGC Clinical Guideline Platform](#)