

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: ggc.clinical.guidelines@nhs.scot

PLEASE NOTE: the checklist should be downloaded for completion

The [Checklist for UPDATED clinical guidelines](#) includes the following sections:

Section (A) – Clinical Guideline Information:

- The name of the guideline should be clear and accurately reflect its scope and content and it should not exceed three years from the guideline approval date
- The designated lead author is required to be a substantive NHSGGC staff member
- Any change in lead author (e.g., due to role change or new responsibilities) should be communicated to: ggc.clinical.guidelines@nhs.scot

Section (B) – Guideline Review and Update:

- Identify which existing clinical guideline this version replaces
- Confirm that all key stakeholders (e.g., pharmacy, infection control, or others as appropriate) have been consulted during development or review
- List all changes to clinical content, advice, or medicines included in the updated guideline
- Record any minor amendments, such as formatting, spelling, or grammar corrections
- Provide the rationale for any changes to clinical content, advice, or medicines, referencing supporting evidence such as NICE or SIGN guidance, or documented expert opinion

Prescription or Administration of Drugs/ Medicines Information:

If the guideline includes information on the prescription or administration of drugs or medicines:

- A pharmacist must be involved in the development or review of the guideline
- If relevant, the guideline should be submitted for inclusion in the NHSGGC Therapeutics Handbook to ensure accessibility to healthcare professionals

Cost and Service Implications:

Where relevant, include information on anticipated costs or resource requirements

Dissemination and Implementation:

- All updated clinical guidelines will be uploaded to the [NHSGGC Clinical Guideline Platform](#) and highlighted in the Clinical Governance Related Publication monthly update
- Responsibility for awareness raising and implementation lies with the lead author/ guideline development group, with the approach adapted to local circumstances
- Consider potential barriers, population characteristics, health inequalities, resources, and necessary support for successful implementation

Hyperlinks in the Guideline:

Where hyperlinks are included to other guidelines or documents, the following should be ensured:

- Hyperlinks must remain current and relevant, where possible, link to a webpage rather than a specific document
- Any potential implications of linking to external sites or documents should be considered
- Authors must confirm that the linked content is appropriate, reliable, and suitable for inclusion

Section (C) – Approval Process:

Areas of Applicability:

- Select the relevant area(s) of applicability, such as Acute, Primary Care, Mental Health, or Women and Children. Guidelines may apply to more than one area if relevant across multiple services. For example: a guideline may apply to Acute Services while also covering Primary Care, Women and Children, and Medicines/ Pharmacy guidance
- Selecting the most relevant area(s) of applicability will help determine the appropriate approval group for the guideline

Toolkits:

- Select one primary Toolkit that best represents the main topic of your guideline
- Select up to four additional Toolkits if applicable. The guideline will be listed under all selected Toolkits on the [NHSGGC Clinical Guideline Platform](#)

Key Words/ Search Terms:

- Provide up to five key words or search terms to support users in locating your guideline effectively on the [NHSGGC Clinical Guideline Platform](#)