

NHSGGC Clinical Guideline Review and Update Process

(For Clinical Guidelines Contained within the [NHSGGC Clinical Guideline Platform](#))

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(For Clinical Guidelines Contained within the NHSGGC Clinical Guideline Platform)

Review Request: An email is sent to the lead author to request a review of the clinical guideline. The lead author decides the appropriate level of review



Determine Review Outcome: The review may conclude that no updates are required, minor updates are needed, or significant updates are necessary



No Updates Required



1. No new evidence, content remains accurate and clinically valid

2. Lead author informs CGSU with new review date

3. CGSU updates records and republishes guideline

4. Lead author receives confirmation



Minor Updates Required



1. Minor changes (e.g., contacts, hyperlinks, formatting, text edits without altering clinical recommendations)

2. Lead author updates guideline and checklist, and submits to CGSU

3. CGSU updates records, republishes guideline with new version number and review date

4. Lead author receives confirmation



Significant Updates Required



1. Major changes (e.g., interventions replaced/ withdrawn, new evidence alters benefits/ risks, important outcomes added or ...)

2. Lead author revises guideline following NHSGGC Framework and Toolkit, and submits updated guideline and checklist to CGSU

3. CGSU updates records, republishes guideline with new version number and review date

4. CGSU conducts high-level compliance review and submits to the appropriate approving group

5. Approval Outcome



Approved:
guideline published, and lead author receives confirmation



Not Approved:
guideline returned to lead author with feedback

The NHSGGC Clinical Guideline Review and Update Process ensures that all guidelines published on the [NHSGGC Clinical Guideline Platform](#) remain accurate, evidence-based, and clinically relevant. It provides a structured approach for lead authors to review, update, or confirm the validity of existing guidelines, incorporating input from relevant experts and stakeholders.

Review Request:

- An email is sent to the lead author requesting review of the clinical guideline
- The lead author determines the level of review required by:
 - Conducting a literature search
 - Circulating the guideline to relevant clinical experts for feedback
 - Involving appropriate stakeholders to ensure broad input and representation
 - Considering new evidence, developments, or changes in practice

Determine Review Outcome:

No Updates Required:

- Examples:
 - No new evidence or developments identified
 - Content remains accurate and clinically valid
- Process:
 - The lead author informs Clinical Governance Support Unit (CGSU) (ggc.clinical.guidelines@nhs.scot) that no changes are required and provides a new review date
 - CGSU updates records and republishes the guideline on the [NHSGGC Clinical Guideline Platform](#)
- Outcome:
 - The lead author receives confirmation that the guideline has been reposted with an updated review date

Minor Updates Required:

- Examples:
 - Changes to contact details
 - Updates to hyperlinks
 - Reformatting or reordering content
 - Minor text changes without altering clinical recommendations
- Process:
 - The lead author makes relevant changes in the Word document
 - The updated guideline and completed checklist are submitted to ggc.clinical.guidelines@nhs.scot
 - CGSU updates records and republishes the guideline on the [NHSGGC Clinical Guideline Platform](#)
- Outcome:
 - The lead author receives confirmation that the guideline has been reposted and assigned a new version number and review date

Significant Updates Required:

- Examples:
 - Interventions (diagnostic or treatment) have been replaced or withdrawn
 - New evidence changes the balance of benefits and risks
 - Previously unconsidered outcomes have become important, or previously important outcomes are no longer relevant
- Process:
 - The lead author revises the guideline in line with the [NHSGGC Clinical Guideline Framework and Toolkit](#)
 - The updated guideline and completed checklist are submitted to ggc.clinical.guidelines@nhs.scot

- CGSU conducts a high-level review to ensure compliance with [NHSGGC Clinical Guideline Framework](#) standards
- The guideline is submitted to the appropriate approving group for consideration
- Approval Outcomes:
 - **Approved:** the lead author is notified, and the guideline is published on the [NHSGGC Clinical Guideline Platform](#)
 - **Not Approved:** the guideline is returned to the lead author with feedback from the approving group (see: [Clinical Guideline Development and Review Process](#))

Updating and Reporting Guideline Changes:

Lead authors should immediately notify the CGSU at ggc.clinical.guidelines@nhs.scot of any changes to the guideline content, changes to the lead author, or other updates to the clinical guideline before the scheduled review date. Timely notification ensures the guideline remains accurate, evidence-based, and safe for clinical practice, and that the [NHSGGC Clinical Guideline Platform](#) reflects the most current information.