

## Guidance for Completion of Checklist for New Clinical Guideline

The purpose of this document is to provide guidance to lead authors when completing the clinical guideline checklist to accompany new 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](mailto:ggc.clinical.guidelines@nhs.scot)

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

The [Checklist for NEW 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
- A review date must be assigned, 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](mailto:ggc.clinical.guidelines@nhs.scot)

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

- Clinical guidelines must be regularly reviewed to reflect new evidence
- The lead author will be notified by email approximately 90 days before the scheduled review date
- The rationale must clearly explain why the guideline was developed and the clinical need it addresses
- All key stakeholders should be consulted during development or review (e.g., pharmacy, infection control, if applicable)

#### Scope and Purpose of the Clinical Guideline:

This section provides an overview for healthcare professionals, stakeholders, and the public on the intended content and focus of the guideline. It should include:

- Inclusions and exclusions: Clearly state what the guideline will cover and what it will not address
- Key clinical issues: Identify the essential areas to be included, with clarification of any exclusions
- Equality considerations: Highlight any groups requiring specific attention, such as ethnic minorities or people with learning disabilities
- Population: Define inclusion and exclusion criteria (e.g., age groups, conditions, or patient characteristics)
- Healthcare setting: Specify the settings where the guideline applies (e.g., primary, secondary, or tertiary care)
- Interventions and treatments: Outline the types of interventions covered, such as diagnostic tests, surgical procedures, medical or psychological therapies, rehabilitation, and lifestyle advice, and note any exclusions

The scope should be as precise as possible about the interventions and main outcomes the guideline addresses

#### 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 clinical guidelines will be added to the [NHSGGC Clinical Guideline Platform](#) and included in the Clinical Governance Related Publication monthly update
- The lead author and guideline development group are responsible for local implementation and awareness
- Approaches should consider local circumstances, potential barriers, patient population characteristics, health equity, and the resources required for successful adoption

### 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](#)