Guidelines Approval Process

Leeds Palliative and End of Life Care

Evidence into Practice Group

Aims

To provide a clear process for the governance, development and approval of LPCN guidelines.

Process

See below

Developed by: LPCN Evidence into Practice group

Produced in partnership with;
Leeds Community Healthcare NHS Trust,
The Leeds Teaching Hospitals NHS Trust,
St Gemma's Hospice and Sue Ryder Wheatfields Hospice

Publication date: 14/12/23 | Review date: 14/12/26

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New LPCN Guideline identified, or Existing Guideline due for review

- New guidelines proprosed using the "LPCN New Medicines-Related Guidelines Proposal" form (See appendix 1)
- LPCN Guideline review log monitored regularly and reviewed at quarterly Evidence into Practice (EiP) meetings
- Guidelines identified for working up or due to be updated agreed and authors/reviewers contacted

Guideline sent to original author(s) or most appropriate person(s) for comments and review

- A timeframe will be agreed, usually 2 months in between EiP meetings, and allowing 1 month for delays, collating feedback and sending out in the next EiP papers for prior reading to the meeting for commends and approval

Approved by Evidence into Practice group

- EiP guidelines log updated to reflect next review date (usually 3 years)

Guideline goes to Shared Management of Medicines (SMOM)

- Guidelines approved will be sent for inclusion on the next SMOM meeting to: **redacted from online version**
- Need to use the SMOM front page sheet when submitting: NHS Leeds Clinical Content Assurance Group (CCAG) Checklist for pre-approval and final approval of completed clinical content (see appendix 2)

Guideline published

- SMOM will add approved guidelines to Leeds Health Pathways (LHP)
- LPCN to update approved guideline documents on the Medicines Management page of website
- Once guidelines reviewed and published, previous versions will be removed from any websites, clinical templates and other documents where they are known to included to LPCN

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Appendix 1 – LPCN New Medicines-Related Guidelines Proposal form

1. Guideline Title
2. Why is the guidance needed?
3. What is the aim of the guidance?
5. What is the scope of the guidance?
6. Who will be using the guidance – include organisations and personnel
7. Will the implementation of the guidance require additional resources?
8. Any other information
9. Completed by - (name , role and contact details)

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Appendix 2 – NHS Leeds Clinical Content Assurance Group (CCAG) Checklist for pre-approval and final approval of completed clinical content

Redacted from public version