

# Clinical Pathway Development / Review Checklist

Name of Clinical Pathway:

MR #

Development or Review:

Development

Review

Date Completed

Initials

## Determine if appropriate to develop or review

- Paths should be reviewed at least every two years, or at any time patient management changes or content is outdated
- If developing a clinical pathway ensure that the patient group is a well defined population- speak with Care Coordination Manager before proceeding

## Select team, educate and collect feedback:

- Select a multidisciplinary team- this should include Consultant or Surgeon, Registrar and/or Fellow, Nurses (including from other wards), Allied Health, and any other staff who are involved in the planning or delivery of the care for this patient group
- If required, contact the Care Coordination Manager to discuss with the team the principles of clinical pathways and explain their role in the development or review of the Clinical Pathway
- Collect feedback and any literature or resources from team

## Gather information

- Conduct thorough literature search for diagnosis/procedure with assistance from librarians, aim to gather information from research, texts, external guidelines/protocols, systematic reviews etc.
- Search the intranet for existing policies, guidelines and health information
- Research management at other hospitals via internet, phone or visit- gather any information or data they are willing to share

## Evaluate current practice

- If developing a new path, create a flow chart of current management of this patient group
- If reviewing a clinical pathway audit usage and compliance of documentation
- Audit medical record details of current management
- If possible, also evaluate:
  - Current practice by observation or discussion with clinical staff
  - Collate and analyse variance information
  - Length of stay / Cost
  - Patient feedback

## Compare current management to information gathered

- Question current practice, particularly interventions with little evidence base
- Compare RCH data with any external data gathered

## Team meeting

- Arrange a meeting for all members of the team
- Provide all data collected on current RCH performance & external information
- If developing a clinical pathway, formulate flow chart of ideal care for the patient group
- If reviewing, the team should discuss any changes to practice required, and subsequently changes to be made to the path

## Create draft- circulate for comments

- Develop 1st draft, or list of changes
- Distribute to team (incl. Care Coordination Manager) provide maximum of two weeks for return

## Review of changes

- Make adjustments as necessary based on feedback
- If necessary, meet with multidisciplinary team to finalise details of Clinical Path (continue to consult with team until changes are agreed upon)

## Provide final draft to Consultant or head of department for approval

Signature:

Name:

Date:

## Finalise clinical path / changes

- Send content of path or list of changes to Care Coordination Manager

## Implement

- Clinical pathway will be posted online
- Ensure all old versions of the clinical pathway are removed and replaced with new version
- Educate all staff about the changes through in-services, memos, posters etc.
- Include information about the diagnosis / procedure, audit results and changes to practice