Approach to Updating a CPG Guideline for authors

See also
[Guideline Development](#)

Key Points
1. Guidelines that have been identified for review and presentation at CPG meetings (ie those that you are reviewing) may need significant updating in terms of content, and also formatting and alignment with the PIC template
2. The CPG is not meant to be a textbook, with emphasis mainly on assessment and management
3. The CPG should be user friendly to the intern in a rural hospital with minimal paediatric support as well as clinicians in a metro hospital

Background
See [CPG Disclaimer](#)

From 2019 the Clinical Practice Guideline (CPG) Committee transitioned into the Paediatric Improvement Committee (PIC). This changed the previous Victorian-based project, to a tri-state (Vic, NSW and Qld) one; with the ultimate aim that the Department of Health in each state will support and endorse the guidelines

Assessment of Current CPG
Outline the aim/s and scope of the CPG and planned changes

Review similar guidelines for differences/changes in practice
Australian
- [Sydney Children's Hospital Network](#)
- [Children's Health Queensland](#)
- [Perth Children's Hospital](#)
- [South Australian Paediatric CPG](#)
- [NSW Health](#)
- [HNE Kids](#)

International
- [Starship NZ](#)

- [NICE](#)
- [American Academy of Pediatrics](#)
- [Canadian Society of Paediatrics](#)
- [SIGN](#) (Scottish CPGs)

Other helpful places to look
- RCH intranet: a rabbit warren of endless information and often repeated guidelines from different disciplines
- Google generic search

If differences in practices or information – review literature for that specific area of practice
- RCH library is happy to assist with literature searches by appointment

- Helpful literature search sites (available through library databases page)
    - Ovid
    - Embase
    - Cochrane database
    - BMJ best practice

Could this CPG feature a video or picture to enhance usability? If so, discuss with CPG Editor/CPG Development group regarding possible development.
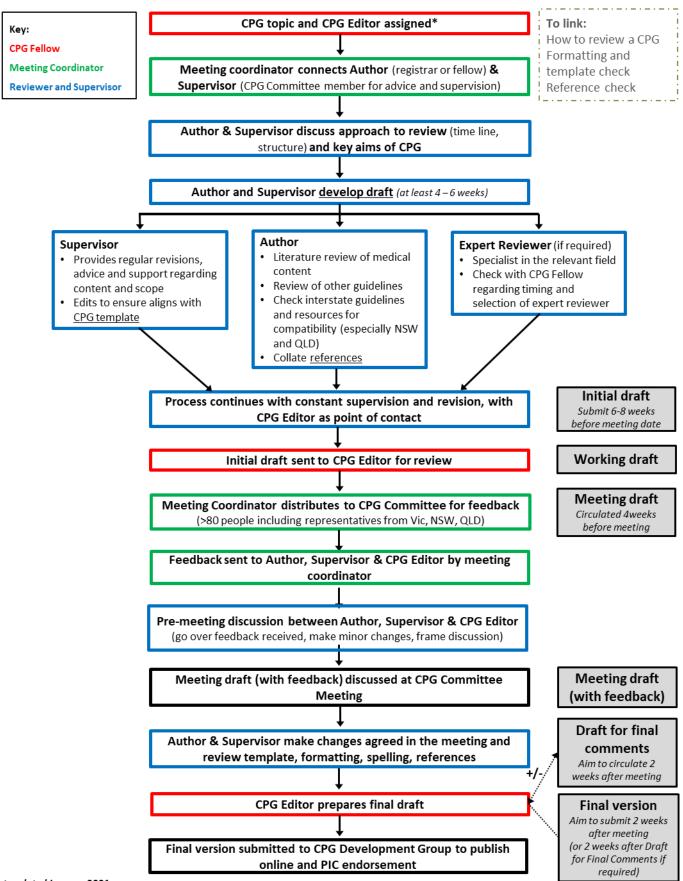
Management/Editing
Layout and Formatting
- Read style guide
- Align with [template](#): this is easier when using "format painter" to transfer text across
- RCH or Victoria specific information should be removed from the CPG, if there are significant RCH specific details, eg process for overnight difficult IV access – needs a decision on where this information is best housed, this may be at the bottom of the CPG under a heading RCH specific information. A better alternative is finding an RCH department or website to house the info, so it is still accessible. Discuss with CPG supervisor.
- Use PIC friendly terms eg retrieval service rather than PIPER
- Standardised language
    - Medication/fluids – [Australian Safety and Quality Commission Paper](#)
    - Terms eg Child/children or young person/people instead of patient, Treatment instead of therapy. See Style guide for more detail

Are the links all intact?
- "See also" list
- Within body of CPG
- Parent information
- Additional information

Extended CPG review process - Author and Supervisor

Key:
CPG Fellow
Meeting Coordinator
Reviewer and Supervisor

CPG topic and CPG Editor assigned*

To link:
How to review a CPG
Formatting and template check
Reference check

Meeting coordinator connects Author (registrar or fellow) **& Supervisor** (CPG Committee member for advice and supervision)

Author & Supervisor discuss approach to review (time line, structure) **and key aims of CPG**

Author and Supervisor develop draft *(at least 4 – 6 weeks)*

Supervisor
- Provides regular revisions, advice and support regarding content and scope
- Edits to ensure aligns with CPG template

Author
- Literature review of medical content
- Review of other guidelines
- Check interstate guidelines and resources for compatibility (especially NSW and QLD)
- Collate references

Expert Reviewer (if required)
- Specialist in the relevant field
- Check with CPG Fellow regarding timing and selection of expert reviewer

Process continues with constant supervision and revision, with CPG Editor as point of contact

Initial draft sent to CPG Editor for review

Meeting Coordinator distributes to CPG Committee for feedback (>80 people including representatives from Vic, NSW, QLD)

Feedback sent to Author, Supervisor & CPG Editor by meeting coordinator

Pre-meeting discussion between Author, Supervisor & CPG Editor (go over feedback received, make minor changes, frame discussion)

Meeting draft (with feedback) discussed at CPG Committee Meeting

Author & Supervisor make changes agreed in the meeting and review template, formatting, spelling, references

CPG Editor prepares final draft

+/-

Final version submitted to CPG Development Group to publish online and PIC endorsement

Initial draft
Submit 6-8 weeks before meeting date

Working draft

Meeting draft
Circulated 4weeks before meeting

Meeting draft (with feedback)

Draft for final comments
Aim to circulate 2 weeks after meeting

Final version
Aim to submit 2 weeks after meeting (or 2 weeks after Draft for Final Comments if required)

Last updated January 2021

Check draft is consistent with template

Compile references
- CPG fellow to share template

EMR implications
- Are there changes to investigation and management that could impact EPIC order sets? If so, discuss with CPG Editor to pass on to the EMR team

Parent Health Information Resource
- Does a Kids Health Information Handout exist?
- If not, does another parent information resource (local, interstate or international) to include in the CPG?
- Is the KHI consistent with the CPG update (investigation, management, nomenclature)? If not, discuss with CPG Collating Fellow to pass on to the KHI team

Prepare draft for circulation to the committee
- Please include a comment at the top of the draft for circulation, with a summary of the changes for this CPG update eg change in treatment regimen, clinical criteria, investigation approach etc. And the reason for the change eg new evidence, formatting, new flowchart etc. This helps direct the committee members when reviewing the draft.
- Send to CPG Editor for further preparation and circulation

Post committee meeting finalisation
- Incorporate and finalise changes agreed on during the committee meeting and any other outstanding issues
- Liaise with Supervisor, CPG Editor +/- CPG Development group to finalise larger edits
- Final grammar, spelling, formatting checks
- Send to CPG Editor for finalisation and upload to website process.

Additional notes/other considerations

Do any changes have implications for related CPGs?
- **Are there any linked pages that need deleting or updating?**
- Should other CPGs link to this one, does the wording of links need to be changed
- Could this CPG feature a video or picture to enhance usability? Give details

Are there related potential CPGs that could be developed in the future?

List search terms related to the CPG eg Croup CPG – cough, stridor, adrenaline, dexamethasone….

CPG Meeting Dates 2021

- Thursday 4th February
- Wednesday 17th February
- Thursday 4th March
- Wednesday 17th March
- Thursday 2nd April
- Wednesday 21st April
- Thursday 6th May
- Wednesday 19th May
- Thursday 3rd June
- Wednesday 16th June
- Thursday 1st July
- Wednesday 21st July
- Thursday 5th August
- Wednesday 18th August
- Thursday 2nd September
- Wednesday 15th September
- Thursday 7th October
- Wednesday 20th October
- Thursday 4th November
- Wednesday 17th November
- Thursday 2nd December
- Wednesday 15th December
- Thursday 6th January **2022**
- Wednesday 19th January **2022**

CPG team contact details
Consultants:
Mike Starr mike.starr@rch.org.au

Kate Harding kate.harding@rch.org.au
Days: Thursday

CPG Administrator:
Lynne Ticehurst - lynne.ticehurst@rch.org.au
Phone 9345 5546

CPG Fellow (Meeting Coordination):
2020 Kate Hughes kate.hughes@rch.org.au
2021 Christian Catalano Christian.catalano@rch.org.au

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