

# Paediatric Improvement Collaborative

## Paediatric Clinical Practice Guidelines: Development and Endorsement Process

### Identification of the need for a new or revised Statewide (PIC) Paediatric Clinical Practice Guideline

The development of new Statewide (PIC) paediatric clinical practice guidelines and the review of existing guidelines can be suggested by the following individuals or groups in Victoria, New South Wales or Queensland:

- Ministers for Health
- Chief Medical Officer or its committees
- State Coroners
- Peak Quality Bodies
- The Royal Children's Hospital CPG Development Group
- Paediatric Improvement Collaborative (PIC) members

The VPCN and the PIC will make recommendations based on evidence of notable variation in practice.

### Governance

The Paediatric Improvement Collaborative (PIC) Steering Committee and the VPCN Evidence Based Care and HealthPathways (EBC) Subcommittee provide governance to ensure the process for development and revision of Statewide CPGs is robust and responsive.

The VPCN EBC & HealthPathways Subcommittee has at least two representatives from each of the following organisations:

- Queensland Health, Clinical Excellence Queensland
- New South Wales Government, Agency for Clinical Innovation
- Safer Care Victoria

The Royal Children's Hospital (RCH) CPG Committee includes:

- Paediatricians, sub-specialist paediatricians and trainee paediatricians at various Victorian Health Services (including RCH, Monash Health, Ballarat Healthcare Group, Western Health)
- Maternal Child Health Nurse, Nurse Practitioners and other Nursing Staff
- Pharmacists
- GPs
- at least two representatives from Queensland
- at least two representatives from New South Wales

Management of the RCH CPG Committee is provided by the CPG Leadership Group:

Lead Medical Officer: A/Prof Mike Starr  
CPG Consultant: Dr Kate Harding  
CPG Administrator: Ms Lynne Ticehurst

## CPG development process

CPGs are developed by relevant paediatric trainees, or other relevant clinician / group (e.g. Toxicology Committee). Authors will conduct a rigorous evidence-based review that includes international reviews (e.g. Cochrane Collaboration) and consensus statements (e.g. ACP, RACP and AAP), in addition to local expert opinion. Consultation will be sought from relevant subspecialties. Where appropriate, stakeholders from the Guideline target population will be engaged in the CPG development process. A draft CPG will be produced on a PIC approved template.

The draft CPG is considered by the CPG Committee (with potential input from representatives from each State) and any suggestions for amendment will be considered and incorporated as necessary. Depending on the level of revision the CPG has undergone, it may be approved by the CPG Leadership Group or submitted to the CPG Committee for consideration.

The CPG Committee meets twice each month. The Committee's role is to review Statewide CPG drafts and determine whether further consultation and revisions are required. Once consensus is reached as to the content, the CPG will be published on the RCH website and CPG app.

Reviewed and published CPGs will be submitted to the PIC Steering Committee and VPCN EBC Subcommittee for endorsement. Information will be provided to demonstrate that the agreed process has been completed.

The process is shown in the flowchart below.

Endorsed Statewide Paediatric CPGs are identified as endorsed for tristate use on the RCH website and app by the inclusion of logos for the following:

- Safer Care Victoria and State Government of Victoria,
- NSW ACI
- Queensland Health CEQ

The following wording is also used:

"This guideline has been endorsed by the Paediatric Improvement Collaborative"

## Review Process for Statewide Paediatric CPGs

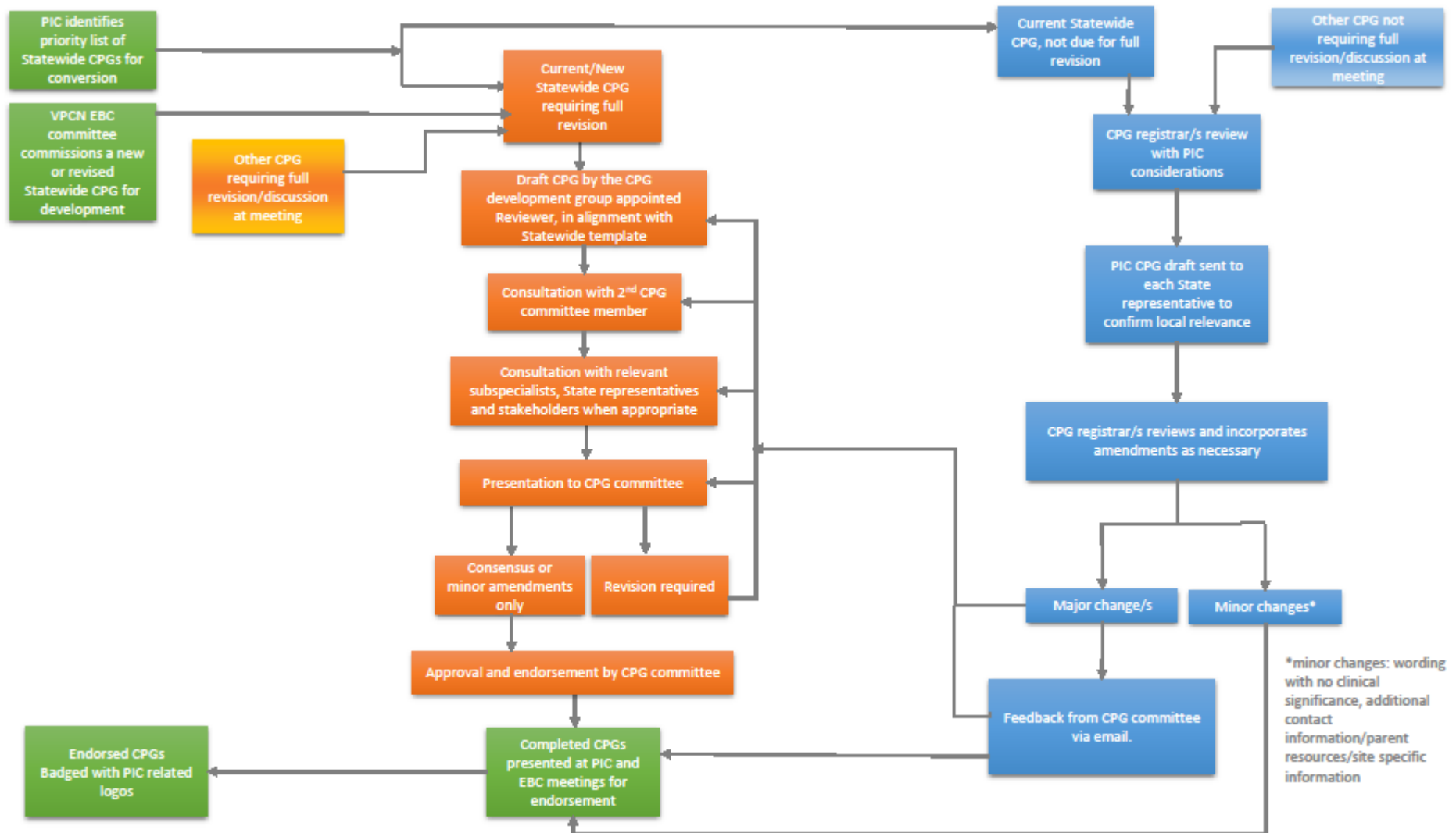
All guidelines are reviewed two years after development by the CPG Committee. A focussed literature review is undertaken by a CPG Registrar on any new publications in the previous two years, the evidence table is updated and a recommendation made as to whether the guideline needs to be revised or not.

Every two years, each Statewide CPG will be revised and updated to reflect the most recent evidence.

Consultation with experts and stakeholders is expected and as for new guidelines, endorsement by the PIC Steering Committee and VPCN EBC Sub Committee is required.

CPGs may be reviewed ahead of schedule if important new evidence becomes available or specific requests for review are made by stakeholders listed above.

## Flowchart of endorsement process



## Document history

| Version | Date       | Changed by      | Nature of amendment   |
|---------|------------|-----------------|---|
| 0.1     | 22.10.2018 | Kate Harding    | Initial draft   |
| 0.2     | 29.11.2018 | Mike Starr      |   |
| 0.3     | 4.12.2018  | Lynne Ticehurst | PIC request to amend list of people / groups who can request reviews of CPGs and minor amendment to flowchart   |
| 0.4     | 08.03.2019 | Lynne Ticehurst | Logo for Qld CED updated  |
| 0.5     | 18.03.2019 | Lynne Ticehurst | Change CED to CEQ, date removed for Leadership Group, title updated for Kate Harding, amendment to Statewide wording and addition of State rep to flowchart |

Previous versions should be recorded and available for audit.