Nursing Clinical Effectiveness Committee (NCEC) Guideline Development Process

- NCEC meets on the first Thursday of each month, except January, from 1:30pm-2:30pm
- All documents are to be submitted to NCEC secretariat at nursing.research@rch.org.au to be reviewed at the meeting
- Meeting dates, submission deadlines and templates can be found on the website
- An author or NCEC delegate must attend meetings for discussion purposes and to collate feedback
- Once published, an NCEC delegate or author must revise the guideline on the internet within 48 hours
- All guidelines must be revised and republished within 3 years of previous publication date if not required before then

Website: https://www.rch.org.au/rchcpg/development_process/Developing_and_Revising_Hospital_Clinical_Guidelines/

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Getting Started: Developing a Clinical Guideline

Clinical Guidelines are developed to support nursing practice on the across the campus. All Clinical Guidelines reflect RCH practice and are supported by recent evidence as demonstrated in the evidence table.

The steps below will guide you through the development process:

- Complete and submit the guideline request form. Ensure the title of the guideline is logical.
- Familiarise yourself with the Clinical Guideline Template. This is designed as a guide only and depending on your topic you may find that some of the sections may need to be adjusted.
- Consider the sub headings needed for your topic, make notes under these about the key points that the guideline should capture/communicate.
- Engage key stakeholders, consider other key nurses and multidisciplinary staff members in your team as well as other departments which may need to be involved.
- Complete a literature search. A general search on the topic is useful to benchmark the guideline against information which has been recently published. Specific searches are recommended to find evidence regarding key practice components or to support additional information required in the guideline. (see Helpful Hints below for more information).
- Document the pertinent sources found in the literature searches in the Evidence Table.
- Consider what other guidelines, policies or procedures this guideline should link to. Where possible/appropriate link to other sources, to avoid documenting the same information.
- Ensure information is in line with organisational practice, for example EMR.
- Ensure the information is easy to read, relevant and user friendly. Feedback from the intended audience may be helpful i.e. clinical nurses etc.
- Send a copy of the guideline to key stake holder and request feedback. Include a clear deadline, a statement that informs everyone that should you NOT receive any feedback by that deadline, you will assume they have no recommended changes. It would be reasonable to give a 2 week deadline for this review.
- Make all the necessary changes to the guideline, updating it in line with current evidence, best practice and key stakeholder recommendations.
- Consider how you will implement and communicate the guideline. Complete the Education and Implementation Plan in conjunction with appropriate key stake holders, to ensure nursing staff are made aware of new recommendations.
- Submit the Guideline, Evidence table and Education and Implementation Plan to NCEC for review, nursing.research@rch.org.au

All guidelines reviewed every 3 years (or more frequently if practice changes) to ensure recommendations are current and evidence based.

Helpful Hints:

- Access to databases and journals can be found via the library website: http://ww2.rch.org.au/library/index.php
- The library team is also available to assist with literature searches and have a range of useful tip sheets on their website: http://ww2.rch.org.au/library/factsheets.php
- If you would like any advice or support to complete a literature search or review the guideline please speak with the NCEC delegate of your area or email the Nursing Research team.
- Guideline templates can be found via: https://www.rch.org.au/rchcpg/development_process/Developing_and_Revising_Hospital_Clinical_Guidelines/