Nursing Clinical Effectiveness Committee (NCEC) Guideline Revision Process

Author must perform literature review and engage stakeholders before proceeding...

NCEC secretariat notifies author/NCEC delegate re: upcoming revision date via email

Committee provides feedback & requests the guideline to return

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Author/NCEC delegate resubmits:
1. Guideline draft
2. Evidence table
3. Educational and implementation plan

Author:NCEC delegate submits:
1. Guideline request
2. Guideline draft
3. Evidence table
4. Educational and implementation plan

Committee approval at monthly meeting

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Final documents

Guideline published

- 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


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Getting Started: Revising a Clinical Guideline

Clinical Guidelines are revised every 3 years (or more frequently if practice changes) to ensure recommendations are current and evidence based.

The steps below will guide you through the revision process:

- Access the most recent copy of the guideline and evidence table, this can be done by requesting a word version or copying from the online version of the guideline.
- Initially read through the guideline, highlight areas where you are aware of practice changes, where information may be missing or where the guideline may not reflect best practice. Identify information which may no longer be relevant to the topic.
- Check all the links are current and still work, edit as needed.
- 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).
- Update the evidence table to reflect the sources accessed via the literature searches.
- Consider if any changes need to be made to the guideline to bring it line with organisational practice for example EMR.
- Consider if any changes need to be made to make the information easier to read, relevant or to make it more user friendly.
- Seek out key stake holder feedback, consider other key nurses and multidisciplinary staff members in your team as well as other departments which may need to be involved. Include in the 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 what practice/information changes have been made, and how you will implement and communicate these. Complete the Education and Implementation Plan, liaising with appropriate key stakeholders, to ensure nursing staff are made aware of new recommendations.
- Submit to the Nursing Clinical Effectiveness Committee (NCEC) for review, nursing.research@rch.org.au

Helpful Hints:

- Access to databases and journals can be found via the library website: http://www2.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://www2.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/