

Getting Started: Developing a Nursing Clinical Guideline

Nursing Clinical Guidelines are developed to support and guide 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. Nursing guidelines are written by and for campus staff.

The steps below will guide you through the development process:

- Complete and submit the [guideline request form](#). Ensure the title of the guideline is clear and succinct to be easily identified in the guideline index (which is shared with CPGs). The title also determines the hyperlink.
- Familiarise yourself with the *Clinical Guideline Template*. This is designed as a guide only. 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. Key stakeholders include medical, nursing and allied health staff with expertise in the area. Consider other key nurses and multidisciplinary staff members in your team and other departments who may need to be involved. Stakeholders are to be identified in the guideline request.
- 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 duplication of information.
- Ensure information is in line with organisational practice, for example EMR. Complete [EMR improvement request](#) if required. Contact Kirsten Davidson if you require any support regarding EMR optimisation.
- Ensure the information is easy to read, relevant and user friendly. Feedback from the intended audience may be helpful i.e. clinical nurses etc. Keep in mind the appropriate target audience i.e. Graduate Nurses.
- Send a copy of the guideline to key stakeholders 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 if appropriate. If key stakeholders make recommendations and you are unsure if they should be included in the guideline, or if key stakeholders make opposing recommendations, seek advice from NCEC committee or chairs.
- Consider how you will implement and communicate the guideline. Complete the [Education and Implementation Plan](#) holders, to ensure nursing staff are made aware of new recommendations.
- Lastly, submit the revised guideline and associated documents to the Nursing Clinical Effectiveness Committee (NCEC) for review, nursing.research@rch.org.au. Meeting deadlines can be found [here](#).

All guidelines reviewed every 3 years (or more frequently if practice changes) to ensure recommendations are current and evidence based. As the last author you will be the first point of contact when review time comes around.

Helpful Hints:

- Access to databases and journals can be found via the [library website](#).
- The library team is also available to assist with literature searches, and have a range of useful tip sheets.
<https://ww2.rch.org.au/library/training.php#nursingallied>
<http://ww2.rch.org.au/library/factsheets.php>
- Guideline templates can be found [here](#) and an online training course for staff can be accessed [here](#).
- If you would like any advice or support to complete a literature search or review the guideline please speak with the NCEC delegate in your ward/area or email the [Nursing Research team](#).