

Getting Started: Developing a new Nursing Guideline

Nursing Guidelines are developed to support and guide nursing practice across the campus. All Nursing Guidelines reflect RCH practice and are supported by recent evidence as demonstrated in the evidence table. Nursing guidelines are written by and for campus Nursing staff. To ensure recommendations are current and evidence based, guidelines are reviewed every 3 years (or sooner if practice changes).

The steps below will guide you through the development process:

1. Identify key stakeholders. Key stakeholders include medical, nursing and allied health staff with expertise in the area. Stakeholders may also be your intended audience. Note: Stakeholders are to be identified in the guideline request.
2. Complete and submit a [guideline request](#) survey form.
3. Complete a literature search. A general search on the topic is useful to benchmark the guideline against information that 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 additional resources below). Document evidence found from the literature searches in the [guideline evidence table](#).
4. Familiarise yourself with the [nursing guideline template](#) and draft a guideline.
 - Ensure the proposed title of the guideline is clear and succinct to be easily identified.
 - Depending on your topic you may find that some of the sections may need to be altered. Remember the template is just a guide only.
 - Consider what other nursing guidelines, clinical practice guidelines (CPG) and 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.
 - Medication dosages should be avoided. If required ensure a ward pharmacist is involved as a stakeholder. Please note any guidelines with dosages will be reviewed by another pharmacist prior to publication.
 - If images are required, consider using RCH images. Instead of using manufacture images consider linking to the source. Ensure all images are cited.
 - Avoid using product names where possible.
5. Engage with stakeholders, having them review the guideline draft and provide feedback. Set a deadline to ensure reviews happen in a timely manner.
6. Consider how you will implement and communicate the guideline to ensure nursing staff are made aware of any new recommendations. Document the education and implementation plan on the submission form.
7. Once all stakeholder feedback is incorporated submit the guideline to the Nursing Clinical Effectiveness Committee via the [guideline submission survey form](#).

Guideline Links:

- **Nursing guideline request form:** <https://redcap.unimelb.edu.au/surveys/?s=8TY4Y9EWLCW7AMCW>
- **Nursing guideline evidence table instructions and template:**
[https://www.rch.org.au/uploadedFiles/Main/Content/rchcpg/development_process/NCEC Hierarchy of Evidence 2023.docx](https://www.rch.org.au/uploadedFiles/Main/Content/rchcpg/development_process/NCEC_Hierarchy_of_Evidence_2023.docx)
- **Nursing guideline template:**
[https://www.rch.org.au/uploadedFiles/Main/Content/rchcpg/development_process/NCEC Guideline Template 2024.docx](https://www.rch.org.au/uploadedFiles/Main/Content/rchcpg/development_process/NCEC_Guideline_Template_2024.docx)
- **Guideline submission form:** <https://redcap.unimelb.edu.au/surveys/?s=PMDCPN3LKTADDLR8>

Additional resources:

- The [RCH library](#) has resources to support lit searching:
 - [Workshops](#)
 - [Factsheets](#)
 - Access to databases and journals
- Enrol in the [Writing an Evidence Based Nursing Clinical Guideline course](#) via Learning Hero.
- Seek advice or support with writing or reviewing guidelines, speak with the NCEC delegate in your ward/area or email the [Nursing Research team](#).