

## Getting Started: Revising a Nursing Clinical Guideline

Nursing Clinical Guidelines are revised 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 the review occurs.

*Please note as the current reviewer of this guideline you have full rights to edit and change any aspect of the previous version as you see fit, this will ensure the guideline meets the current needs of the hospital.*

The recommended steps and considerations below will guide you through the revision process:

- Complete and submit a [guideline request form](#). This lets the committee know that you are working on a review and specifies the stakeholders.
- Access the most recent copy of the guideline and evidence table; this can be done by requesting a word version from Nursing Research 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.
- 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 new sources accessed via the literature searches. Delete references which are no longer relevant or where evidence is covered in more recent sources.
- Check all the hyperlinks are current and still work, edit/update as needed.
- Consider if any changes need to be made to the guideline to bring it line with organisational practice for example EMR and policy and procedures. Complete [EMR improvement request if required](#). Contact Kirsten Davidson if you require any support regarding EMR optimisations.
- Consider if any changes need to be made to make the information easier to read, relevant or make it more user friendly. Keep in mind the appropriate target audience i.e. Graduate Nurses, new team members etc.
- 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.
- Lastly, submit the revised guideline and associated documents to the Nursing Clinical Effectiveness Committee (NCEC) for review, [nursing.research@rch.org.au](mailto:nursing.research@rch.org.au). Meeting deadlines can be found [here](#).

### Helpful Hints:

- *Guideline templates can be found [here](#).*
- *An online training module, [Writing an Evidence Based Nursing Clinical Guideline](#), for campus staff can be accessed through Learning Hero.*
- *Access to databases and journals can be found via the [library website](#).*
- *The library team is also available to assist with literature searches, <https://ww2.rch.org.au/library/training.php#nursingallied> and have a range of useful tip sheets, <http://ww2.rch.org.au/library/factsheets.php>*
- *Still have questions? Contact the NCEC delegate of your area or email the Nursing Research team.*