

## Getting Started: Revising a Nursing Guideline

Nursing Guidelines are revised every 3 years (or more frequently if practice changes) to ensure recommendations are current and evidence based. As the previous 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 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 Helpful Hints below for more information). Update the [evidence table](#) to reflect new sources accessed via the literature searches. Delete references that 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 in 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.
- **Engage key stakeholders.** Key stakeholders include medical, nursing and allied health staff with expertise in the area. They may also be your intended audience. Stakeholders are to be identified in the guideline request. It would be reasonable to give a 2 week deadline for stake holders to review the guideline draft.
- 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).

### 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](#).