

IF YOUR DOCUMENT IS TITLED AS A POLICY PLEASE CONTACT
CLINICAL.GUIDELINES@SOUTHERNTRUST.HSCNI.NET FOR FURTHER GUIDANCE PRIOR TO SUBMITTING

NEW / UPDATED / REPLACEMENT GUIDELINE IS CREATED / UPDATED

DOES THE GUIDELINE INVOLVE MEDICINE?

YES

GUIDELINES INVOLVING MEDICINES* REQUIRE APPROVAL BY THE TRUST DRUGS AND THERAPEUTICS COMMITTEE (D&T)

GUIDELINE IS APPROVED BY D&T

NO

YES - GUIDELINE MEETS **AT LEAST ONE** OF THE CRITERIA

DOES THE GUIDELINE FIT ANY OF THE BELOW CRITERIA?

- THE CLINICAL GUIDELINE HAS **SIGNIFICANT** CLINICAL IMPLICATIONS FOR MULTIPLE DIRECTORATES AND/OR IS EXPECTED TO HAVE IMPLICATIONS FOR PRIMARY CARE.
- THERE ARE SIGNIFICANT NEW COST IMPLICATIONS
- THERE ARE SIGNIFICANT NEW SERVICE IMPLICATIONS
- IS AN ADOPTION OF AN EXTERNAL CLINICAL GUIDELINE? E.G. NICE

YOUR GUIDELINE REQUIRES SMT APPROVAL, THE LEAD SERVICE DIRECTOR IS REQUIRED TO SUBMIT FOR APPROVAL

GUIDELINE IS APPROVED BY SMT

NO - GUIDELINE MEETS **NONE** OF THE ABOVE CRITERIA

DOES THIS GUIDELINE RELATE EXCLUSIVELY TO A PROFESSIONAL OR FUNCTIONAL GROUP?

YES

YOUR GUIDELINE REQUIRES APPROVAL FOR THE GUIDELINE FROM THE RELEVANT DIVISIONAL GOVERNANCE / PROFESSIONAL FORUM

NO

DOES THIS GUIDELINE RELATE EXCLUSIVELY TO AN INDIVIDUAL DEPARTMENT/CLINICAL AREA OR DIRECTORATE? **THIS INCLUDES GUIDELINES THAT ARE SOLELY AUTHORED BY A SINGLE SPECIALTY / DIRECTORATE BUT MAY BE USED IN OTHER AREAS**

YES

YOUR GUIDELINE REQUIRES APPROVAL FOR THE GUIDELINE FROM THE RELEVANT DIRECTORATE GOVERNANCE FORUM

NO

IF YOU HAVE ANSWERED NO TO ALL THE ABOVE QUESTIONS AND HAVE NOT HAD YOUR GUIDELINE APPROVED BY ANY TRUST COMMITTEE OR FORUM HAVE YOU CONSULTED WIDELY ON THE GUIDELINE?

NO

YOU ARE REQUIRED TO CONSULT ON YOUR GUIDELINE PRIOR TO SUBMITTING THROUGH THE CLINICAL GUIDELINES WEB PORTAL

YES OR GUIDELINE HAS BEEN APPROVED

Visit www.southernguidelines.hscni.net
 COMPLETE THE REQUIRED INFORMATION
 AND SUBMIT YOUR GUIDELINE FOR UPLOAD

* CRITERIA FOR GUIDELINES THAT REQUIRE D&T APPROVAL (GUIDELINES INVOLVING MEDICINES)

1. The clinical guideline has clinical implications for multiple directorates or is expected to have implications for Primary Care in terms of cost or practice.
2. There are significant new cost implications (>£1,000 p.a.)
3. There are significant new service implications
4. The clinical guideline has been produced by a Managed Clinical Network
5. The clinical guideline includes medicines not previously approved for use in the Trust or medicines not on the HSCB Regional Formulary.
6. The guideline involves the use of an unlicensed medicine or the use of a medicine outside its license.