



## PROCESS FOR THE APPROVAL AND DISSEMINATION OF CHI NURSING PRACTICE GUIDELINES AND DOCUMENTATION

STAGE	Pre Approval	APPROVAL	AUTHORISATION	DISSEMINATION
<b>FUNCTIONS</b>	<p><b>New documents driven by service need/incident:</b></p> <ul style="list-style-type: none"> <li>Detail sent to the guideline NPDC or Directorate NPDC.</li> <li>Subject Matter Experts (SMEs) develop the detail of the document.</li> <li>Identify existing information and guidance.</li> </ul> <p><b>Existing documents in CHI:</b></p> <ul style="list-style-type: none"> <li>Review existing GUIDELINES(s) + new evidence- merge as required</li> <li>Retain relevant content</li> <li>Variation in cross-site content: <b>a)</b> seek consensus or <b>b)</b> retain differences for clinical or patient safety reasons and include in document</li> <li>Placed on the CHI NPC agenda for review and discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the ready documents with the NPDCs identifying any changes or issues raised- keep in mind the NPDC will be involved in the email traffic around the document development and the stakeholder involvement and the conversations at the CHI NPC.</li> <li>NPDC will discuss the need for the guideline with the DNL/DON if required at relevant meetings.</li> </ul> <p><b>Outcome:</b></p> <p><b>a)</b> Approval by NPDC, <b>b)</b> Approval by ADON and Directorate Nurse Lead (DNL) following discussion.</p> <p style="text-align: center;"><i>or</i></p> <p><b>b)</b> Substantial queries to be corrected, NPDC will revert to the CHI NPC with any comments and cc the NPDC for GUIDELINESs.</p>	<ul style="list-style-type: none"> <li>Each NPDC will discuss the documents for approval at their regular meeting with the Directorate Nurse Lead (DNL) identifying content difference, practice difference and potential impact of the document on the specific directorate.</li> <li>The specific DNL will approve the guideline for their directorate. While most documents will be required in all directorates the DNL for the service will sign off documents and these will be implemented across the Directorates.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant detail changes in practice will be highlighted for the NPDCs by the guideline NPDC and submitted for approval at the CHI NPC.</li> <li>The NPDC for guideline development will send the guideline to each Directorate NPDC once the guideline is authorised. They will oversee the uploading of the guideline to the platform in use on the respective sites</li> <li>Communication to nursing staff to advise them of: <ul style="list-style-type: none"> <li>a) the publication of the new guideline</li> <li>b) the differences between it and previous local GUIDELINESs if relevant.</li> </ul> </li> </ul>
<b>PERSON(S) RESPONSIBLE</b>	Local Subject Matter Experts and cc the NPDC for GUIDELINESs	NPDCS	NPDC, ADON + DNL	NPDCs and ADONs of the service