



Crumlin | Temple Street | Tallaght | Connolly

CHI Nursing Practice Guidelines
How to progress a Guideline, Careplan, Parent Information Leaflet or any other
Nursing documentation

Area of use:	All of organisation <input checked="" type="checkbox"/>	CHI at Connolly <input type="checkbox"/>	CHI at Crumlin <input type="checkbox"/>
		CHI at Tallaght <input type="checkbox"/>	CHI at Temple Street <input type="checkbox"/>
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Approved by & title:	Nursing Documentation Approval Committee		
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Version History

Version:	Date approved:	Summary of changes:	Author:

Please note practice variation
 None

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1.0 Introduction

Guidelines, policies and nursing documentation are developed to support and guide nursing practice across CHI. All reflect evidence and reflect practice across CHI unless specifically detailed on the document.

2.0 Purpose of the guideline

The purpose of this document is to provide clear and concise guidance on the creation or review of any nursing documentation across CHI.

3.0 Applicable to

All nursing staff who are involved in the creation of nursing documentation

4.0 Procedure

This procedure will guide you through the process of guideline/ Parent information leaflets and other nursing documentation development.

- Use the template for the guideline
- Agree the title; if the document is new and if a merge document decide on the title and acknowledge it in the document.
- You may need to move change or delete some of the titles of the paragraphs, the HSE template is not used in CHI. Use all fields that have headings.
- Engage all the key stakeholders, consider the guideline and the implementation of this guideline on practice, ensure you have spread the net wide enough. Ensure the stakeholders represent all areas and directorates.
- If the guideline is only relevant for one area then it is still placed in the CHI template and issued as a CHI guideline.
- Complete a literature search. A general search is a useful benchmark to ensure guidance that has been recently published is included. Specific advanced searches for final evidence are recommended to find evidence for the key practice components.
- Use the evidence table as a guide, if the subject has a large pool of evidence an evidence table could organise the evidence.

The Hierarchy of evidence is based on summaries from the National Health and Medical Research Council (2009), the Oxford Centre for Evidence-based Medicine Levels of Evidence (2011) and Melynyk and Fineout-Overholt (2011).

- I Evidence obtained from a systematic review of all relevant randomised control trials.
- II Evidence obtained from at least one well designed randomised control trial.
- III Evidence obtained from well-designed controlled trials without randomisation.
- IV Evidence obtained from well-designed cohort studies, case control studies, interrupted time series with a control group, historically controlled studies, interrupted time series without a control group or with case- series
- V Evidence obtained from systematic reviews of descriptive and qualitative studies
- VI Evidence obtained from single descriptive and qualitative studies
- VII Expert opinion from clinicians, authorities and/or reports of expert committees or based on physiology

Melynyk, B. & Fineout-Overholt, E. (2011). Evidence-based practice in nursing & healthcare: A guide to best practice (2nd ed.). Philadelphia: Wolters Kluwer, Lippincott Williams & Wilkins.

National Health and Medical Research Council (2009). *NHMRC levels of evidence and grades for recommendations for developers of guidelines (2009)*. Australian Government: NHMRC.

http://www.nhmrc.gov.au/_files_nhmrc/file/guidelines/evidence_statement_form.pdf

OCEBM Levels of Evidence Working Group Oxford (2011). *The Oxford 2011 Levels of Evidence*. Oxford Centre for Evidence-Based Medicine. <http://www.cebm.net/index.aspx?o=1025>

4.1. Guideline detail

- If this is the first guideline you have written – take a look at a guideline already published for tips on how to write it.
- Check the evidence that you will use. The library has a very good search guide on the search engines that can be used, the librarian is a very good source to assist you with this process.
- If necessary arrange to meet the Nursing Practice Development Co-ordinator (NPDC) on your site for some advice on how to start.
- Use the template that has been agreed by nursing and follow the fields, this will keep you focussed on the steps.
- Circulate the guideline to subject matter experts remember that all documents are now CHI and must be designed for across CHI using SMEs from all areas. The NPDCs can help with this.
- Give a realistic timeline for the SMEs to return their feedback.
- Incorporate the feedback into the document, using track changes so when it is submitted to the Nursing Practice Committee (NPC) the reviewers will be able to track the reviews.
- References need to be considered, consider using the hierarchy of evidence template (see below) – don't feel the need to fill up the page with references, all statements do not need to be referenced. Sometimes the references may be older, a seminal article (an article that made a large impact on the discipline) may be old but still the basis for the practice so these can continue to be used and referenced. Please see CHI Referencing guideline.
- All documents have an issue date, a review date, and must acknowledge contributions. If a document is a merge document from two or three sites it is essential the contributions of previous authors are acknowledged on the document. Please see CHI Guideline on Acknowledging Contributions.

Parent information leaflet detail

- Consider the content of the leaflet and write it out in a word document
- Send to some subject matter experts, stakeholder across CHI.
- Don't bother with the format or template you can send it in a word document.
- Send the document to templestreetchic@gmail.com; Grainne Dowdall will place the leaflet into a template, ensure the document is National Adult Literacy Agency Approved (NALA).
- Be sure to acknowledge contributions in the document.
- The leaflet can then be sent to the CHI Nurse Practice Committee for approval through your NPDC.
- All documents must have an issue date and a review date on them.

5.0 Document revision

- Guidelines and Parent information leaflets are reviewed every three years.
- All documents for revision must follow the same process as those that are created for the first time.
- Highlight any changes and reference updates using yellow highlight so the reviewer can see it at a glance.
- Ensure any template changes are addressed with the review and the most up to date template is used for the guideline review.

6.0 Stakeholder Involvement

Warren O Brien	NPDC	Crumlin
Siobhan Gilboy	NPDC	Temple Street
Siobhan O' Connor	NPDC	Tallaght
Fionnuala O' Neill	NPDC	CHI
Reviewed and approved at NPC September 2023		
Circulated widely to SMEs on the sites		

7.0 References

Children's Health Ireland (2022) *Guidelines on Nursing Documentation*. CHI, Dublin. <https://www.olchc.ie/healthcare-professionals/chi-nursing-practice-guidelines/nursing-documentation-2022.pdf>

https://www.facs.nsw.gov.au/_data/assets/pdf_file/0007/789163/What-is-an-Evidence-Hierarchy.pdf

Bruce, E, Willis, J. and Gibson, F. *The Great Ormond Street Hospital Manual of Children and Young Peoples Nursing Practices*. Wiley, London, UK.

Lister et al (2021) *The Royal Marsden Manual of Clinical Nursing Procedures*. Wiley Blackwell, London, UK

New South Wales (2020) *Strategy, Outcomes and Evidence*

Nursing and Midwifery Board of Ireland (2022) *Recording Clinical Practice*. NMBI, Dublin, Ireland.

<https://www.nmbi.ie/NMBI/media/NMBI/recording-clinical-practice-professional-guidance.pdf?ext=.pdf>

Royal Children's Hospital (2022)

[https://www.rch.org.au/rchcpg/development_process/Developing_and_revising_Clinical_Guidelines_\(nursing\)/](https://www.rch.org.au/rchcpg/development_process/Developing_and_revising_Clinical_Guidelines_(nursing)/)