

# NHSGGC Clinical Guideline Development, Review, Approval, and Publication Process

(For Clinical Guidelines Contained within the [NHSGGC Clinical Guideline Platform](#))

## NHSGGC Clinical Guideline Development, Review, Approval, and Publication Process: (For Clinical Guidelines Contained within the NHSGGC Clinical Guideline Platform)

**Development of Clinical Guideline:** Lead Author drafts the guideline per NHSGGC Framework and submits it with the checklist to CGSU



**CGSU High-Level Review:** CGSU reviews the guideline and the checklist against NHSGGC Clinical Guidelines Framework criteria



### Complete Checklist and No Issues with the Guideline



1. CGSU submits documents to the Approving Group Secretariat
2. CGSU notifies the lead author regarding the submission



### Incomplete Checklist or Issues with the Guideline



1. CGSU liaise with lead author to resolve issues
2. Lead author resubmits the guideline and checklist to CGSU



**Approving Group Review:** The Secretariat circulates the guideline and checklist to members and schedules it for the meeting  
Approving Group members review using Approval Group Guidance ([hyperlink to document](#)), and the Chair facilitates discussion and a decision on approval



### Clinical Guideline Approved



1. The Secretariat notifies CGSU of date of approval, along with completed checklist
2. CGSU posts guideline on NHSGGC Clinical Guideline Platform
3. CGSU notifies the lead author of posting and review process initiation
4. CGSU notifies the lead author 90 days prior to the guideline review date



### Clinical Guideline Not Approved



1. The Secretariat returns guideline and checklist with Approving Group feedback to CGSU
2. CGSU liaises with the lead author to communicate feedback
3. The lead author revises the guideline as required and resubmits it to CGSU for review and submission for approval



The process for developing, reviewing, approving, and publishing clinical guidelines within NHS Greater Glasgow and Clyde (NHSGGC) is outlined below, following the principles of the [NHSGGC Clinical Guideline Framework and Toolkit](#)

### Development of the Clinical Guideline:

- The lead author develops the clinical guideline in accordance with the [NHSGGC Clinical Guideline Framework and Toolkit](#)
- Once finalised, the lead author submits the clinical guideline (new or updated version) along with the completed checklist to [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot)
- The Clinical Governance Support Unit (CGSU) performs a high-level review of the guideline and checklist against the [NHSGGC Clinical Guideline Framework](#) criteria before forwarding them to the appropriate approving group

### CGSU High-Level Review Outcome:

#### Checklist Complete and No Issues Identified in the Guideline or Checklist:

- The CGSU submits the clinical guideline and checklist to the secretariat of the appropriate approving group on behalf of the lead author
- The lead author is notified of this submission

#### Checklist Incomplete / Issues Identified in the Guideline or Checklist:

- The CGSU liaises with the lead author to resolve any issues identified in the guideline or checklist and ensures that the checklist is fully completed
- Once all issues are resolved, the guideline and checklist are resubmitted to [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot) for review continuation

### Consideration by Approving Group:

- The Secretariat of the Approving Group:
  - Circulates the clinical guideline and completed checklist to all approving group members via email
  - Adds the guideline to the agenda of the next scheduled meeting
- Approving Group Members review the guideline in advance, using the [Approval Group Guidance criteria](#)
- At the meeting, the Chair facilitates discussion and guides the group to reach a decision on whether to approve the guideline

### Approving Group Meeting Outcomes:

#### If the Clinical Guideline is Approved:

- The Secretariat:
  - Completes the checklist with approval dates and any comments provided by Approving Group members
  - Sends the approved guideline and completed checklist to [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot)
- The CGSU arranges for the guideline to be posted on the [NHSGGC Clinical Guideline Platform](#)
- The lead author receives an email confirming that the guideline has been posted, and the review process has been initiated
- The lead author is notified 90 days prior to the review date that the guideline is due for review

#### If the Clinical Guideline is Not Approved:

- The Secretariat returns the guideline and checklist with feedback comments to [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot)
- The CGSU liaises with the lead author to communicate the approving group's feedback
- The lead author revises the guideline as required and resubmits it to [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot) for further review and consideration