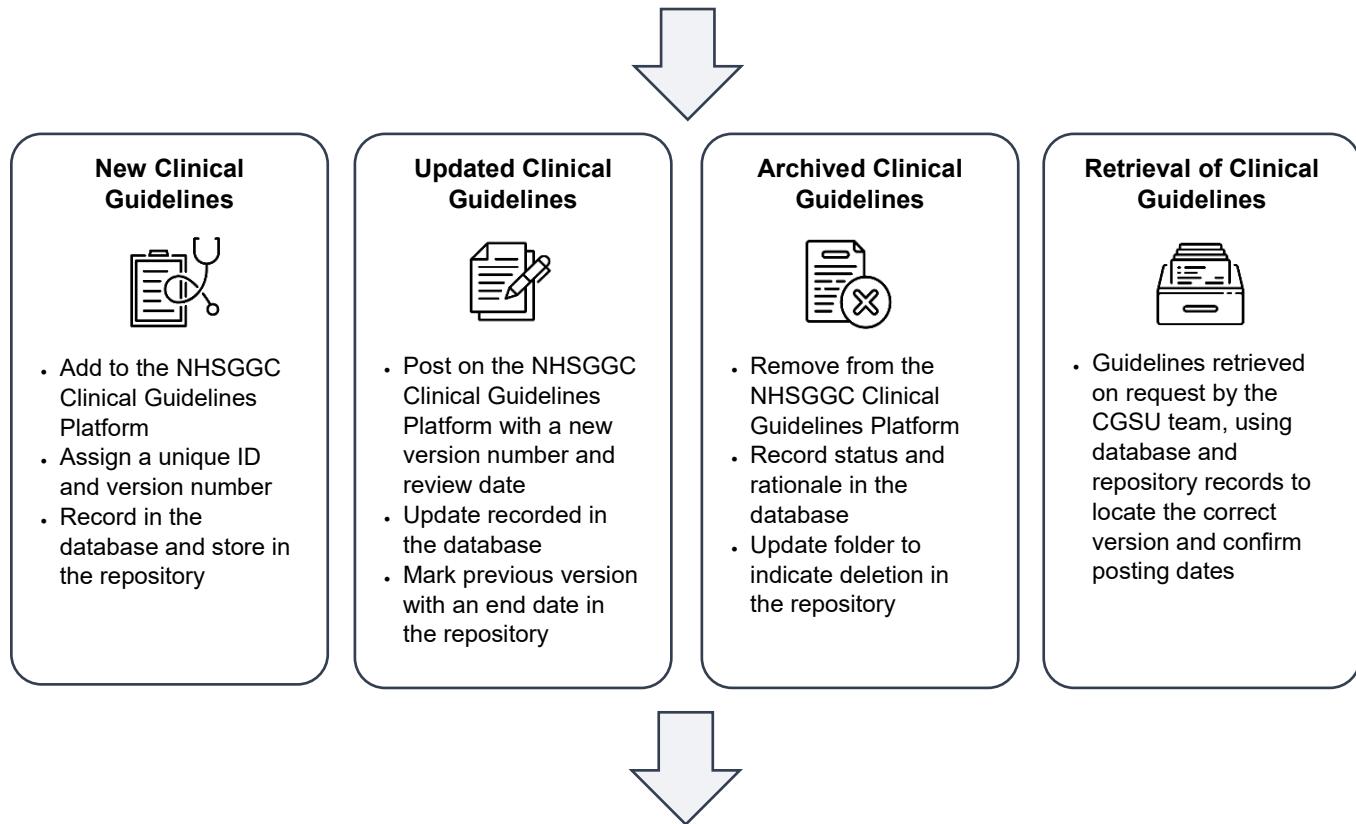


NHSGGC Clinical Guideline Document Management Process

NHSGGC Clinical Guideline Document Management Process:

Aim: Ensure consistent management, traceability, and accessibility of all NHSGGC clinical guidelines



Outcome: A streamlined process for guideline creation, updating, archiving, and retrieval ensures reliable access and effective governance

This document provides a summary of the processes for managing clinical guidelines within NHSGGC. It outlines the lifecycle of clinical guidelines, including the posting of new guidelines, updating existing guidelines, archiving retired guidelines on the [NHSGGC Clinical Guidelines Platform](#), and retrieving guidelines from the Clinical Guidelines Repository.

The aim is to ensure that all clinical guidelines are managed in a consistent, transparent, and traceable manner, while remaining accessible to staff and other platform users.

New Clinical Guidelines:

- The clinical guideline is posted on the [NHSGGC Clinical Guidelines Platform](#)
- A record is created in the CGSU clinical guideline database, and the guideline is assigned a unique ID number
- A version number is allocated
- A folder is created in the Clinical Guidelines Repository, titled with the guideline's unique ID
- The guideline document and checklist are saved in the folder

Updated Clinical Guidelines:

- The updated guideline is posted on the [NHSGGC Clinical Guidelines Platform](#)
- A guideline is considered updated even if there are no changes to clinical content, and only the review date and version number have been modified
- The CGSU clinical guideline database is updated with a new version number
- The dates when the previous version is superseded and the updated version is posted are recorded in the database
- The original folder in the Clinical Guidelines Repository is updated to reflect the obsolete date of the previous version
- The updated guideline document and checklist are saved in the folder

Archived Clinical Guidelines:

- The guideline is removed from the [NHSGGC Clinical Guidelines Platform](#)
- The CGSU clinical guideline database is updated to record the deletion, including the date removed and the rationale for deletion
- The date when the guideline version is superseded is recorded in the database
- The title of the original folder in the Clinical Guidelines Repository is amended to indicate the guideline is "Archived"

Retrieval of Archived Clinical Guidelines:

- Requests to retrieve archived guidelines from the [NHSGGC Clinical Guidelines Platform](#) should be submitted to ggc.clinical.guidelines@nhs.scot
- Searches must include the guideline title or components of the naming convention (e.g., drug name, procedure, condition, patient group) and a specific date or date range
- Upon receiving a query, the CGSU database is searched to identify which guideline version was posted on the platform for the given date or period
- The corresponding guideline version is located in the appropriate folder/ sub-folder within the Clinical Guidelines Repository
- The CGSU team provides the requester with a PDF copy of the guideline and confirmation of the posting date or period

Clinical Governance Related Publication Update:

The CGSU team prepares content for the monthly Clinical Governance Related Publication Update, identifying which clinical guidelines have been newly posted, updated, or archived.