CUH Paediatric Guideline Review Process

Guideline topic assigned to NCHD Reviewer and consultant Supervisor

Allow at least 4-6 weeks for initial draft

Reviewer and Supervisor meet to discuss approach and aim of guideline

Supervisor
- Provides advice and support regarding content
- Edits draft prior to submission

Reviewer
- Reviews available guidelines on the topic
- Performs literature review as necessary
- Collates references
- Completes checklist and version control sheet

Expert Reviewer (if required)
- Specialist in the field relevant to topic
- Reviews draft and provides advice on content

Reviewer and Supervisor submit initial draft to Guideline Committee

Initial draft is distributed to Guideline Committee and stakeholders for feedback

Distribute initial draft 2 weeks before meeting

Reviewer collates feedback

Meeting draft (with feedback) discussed at Guideline Committee meeting

Reviewer and Supervisor make changes agreed upon at the meeting

Reviewer sends final draft to Guideline Committee

Obtain final draft 2 weeks after meeting

Final draft circulated for final comments

Guideline approved and published online

Aim to publish 2 weeks after final draft