



GUIDELINE WRITING

Guideline produced by: Supervisors of Midwives Guideline Development Group West of Scotland

Date: February 2009

Consultation process:

Reviewed by the Supervisors of Midwives Guideline Development Group West of Scotland

Final draft reviewed by each LSA in the West of Scotland

Approved by: Supervisors Guideline Development Group West of Scotland and the Local Supervising Authority Midwifery Officer

Date: February 2009

Implementation date: February 2009

Review Date: January 2012

GUIDELINE WRITING**INTRODUCTION**

This guideline describes the process for the writing, review and dissemination of LSA guidelines within the West of Scotland. The guidelines are written in order to support Supervisors of Midwives (SoMs) in their role in conjunction with the Local Supervising Authority Midwifery Officer (LSAMO).

Guidelines should be succinct and, if detailed, there should be a summary with the key points highlighted at the beginning. All guidelines will be developed and reviewed through a robust review and consultation process, as described within this document.

National guidelines are developed, ratified and reviewed via the national LSA MO Forum UK.

SCOPE

Supervision guidelines will be written in respect to those guidelines which impinge upon supervision. They will not include guidelines which are principally clinical or managerial in nature.

ROLES AND RESPONSIBILITIES**LSA Guidelines Group**

This is a group of nominated SoMs from across West of Scotland. (Please see the Supervisors of Midwives Guideline Development Group Terms of Reference).

1. All guidelines for the WoS will be developed, reviewed and ratified through the above group,
2. The aforementioned group will decide which guidelines to develop in response to national strategies and local need.
3. Group members will be responsible for preparing initial drafts.
4. The Guideline Group will review and either adopt or reject the proposals.

LSAMO

The LSAMO will identify those guidelines which are local and those which may be considered at a national level.

The responsibilities of the LSAMO include:

1. To take overall responsibility for the initiation of consultation, approval and dissemination of the guidelines.
2. Ensure that there is appropriate representation of 'experts' in the development stage.

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3. Ensure robust evidence and National Guidance documents are utilised and referenced.
4. Ensure the consultation is wide and involves all the necessary stakeholders.
5. Distribute the guidelines for comments.
6. Receive and action comments.
7. Ensure dissemination of the approved guidelines to SoMs.
8. Ensure the implementation of guidelines and identify any training needs to support this.
9. Review implementation of guidelines as part of the annual review process.
10. Facilitate the audit of the availability, use and effectiveness of the guidelines.
11. Identify appropriate timescales and lead for review of the guidelines.

SoMs

The responsibilities of all SoMs include:

1. To review the final draft and make any appropriate comments.
2. Utilise the guidelines to facilitate their role.
3. Identify any amendments that may be required.
4. Propose new guidelines and identify when research and or evidence requires a guideline to be revised or developed.

THE PROCESS OF DEVELOPING SUPERVISORY GUIDELINES

Proposals of New Guidelines

The proposals of new guidelines may come from any SoM or the LSAMO or from a national source (e.g. National Supervision Guideline, NMC Standard).

The provisional draft or a suggestion for a new policy will be placed on the agenda of the Guidelines Group. Any proposals should be forwarded via the LSAMO or a member of the Guideline Group.

First Draft

1. Where there is an agreed need for a guideline an initial draft will be developed by a group member based on their expertise and capacity.
2. The 'lead' will identify a working group if required from within the supervisors of midwives network.
3. The first draft will be identifiable by stating 'first draft' on the background of each page of the guideline.
4. The first draft will then be presented to the Guideline Group for review and discussion. These drafts will arrive with the agenda prior to the meeting in order for time to read and review. The group will decide whether a re-draft is required or whether the initial the draft as presented is to be circulated for comments.
5. Following the meeting where there are major amendments the 'lead' will redraft the guideline and resubmit to the following meeting as initial draft 2.

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6. Where there are no major amendments and the group have agreed to circulate for comments the guideline will be circulated as 'final draft'.

Final Draft

The 'Final Draft' (evident by the background stating 'Final Draft') will be distributed to all SoMs for their consideration and comments by a specified date (approx 8 weeks to allow for the next local SoM meeting). This will be distributed by the LSAMO and comments will be returned to the Chair of the group for submission to the Guidelines Group.

Ratification

The guideline will be ratified initially by the group, in collaboration with each LSA. Ratified guidelines will be distributed by the LSAMO in accordance with the locally agreed route. The implementation and next review date will be clearly evident on the footer of each page.

Footer

Each page will have a footer of 'Version x, Page numbering should be page x of x, Review date – 3 years after revision date (e.g. November 2012), Ratification date – after approved at Guidelines Group (e.g. November 2009)

The review date will be a standard of 3 years after the revision has been ratified.

REVIEW OF EXISTING GUIDELINES

The LSAMO will review all guidelines prior to their review date and process them as a first 'Draft'. The above process will then ensue.

Reviewing and Monitoring

A schedule of reviews will be agreed by the Guideline Group.

All guidelines will have stated a review date of no more than 3 years from the date of original development or last review. Earlier review will occur as required in response to national or local need.

Dissemination

The LSAMO will ensure the dissemination of the ratified guidelines to the SoMs in the respective LSA by the agreed local format. Each SoM will be responsible updating their hardcopy of the guidelines and archiving the superseded one.

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GUIDELINE LAYOUT

The process of the writing and ratification of the guideline will be on the initial page.

Header

The header will be the full title of the West of Scotland Local Supervising Authorities. Each guideline will have the 'Protecting the public through statutory supervision of midwives' logo in the top right hand corner. Each guideline will be numbered.

Title

The title should be succinct– where necessary a subtitle may be included.

Scope/Introduction/Background

This section should give some explanation as to the reason for the guideline and may be a summary of the topic covered by the guideline.

All guidelines will be robust and clear, based on the best available evidence. Cross-references of other guidelines must be clearly identified.

Reference

All references should be recorded using the Harvard method of type.

Footer

The footer should contain the following information in order:

1. Version X (this is 1 at first writing and follows on after review dates)
2. Page numbering should be page x of x
3. Review date – 3 years after revision date (e.g. November 2012)
4. Ratification date – after approved at Guidelines Group (e.g. November 2009)

GUIDELINE PREPARATION PROCESS