

NEONATAL GUIDELINES SCHEDULE 2013–15

Activity	Responsibility	When
Literature search for supporting info	DR	ongoing
Send existing guidelines to authors with deadline. Request any new guidelines for formatting. When formatted, send back to author for OK before circulating to network leads for comment	MK	Oct
Authors questions to librarian & return	DR	November
Chase authors for updates	MK	December
Deadline for receipt of updated guidelines and new guidelines	Authors	End December
Send guidelines to 14 network leads and pharmacist with deadline (this includes SWMM leads)	MK	Dec-Feb
14 leads comments merged and, if major, back to author	MK	Dec-May
Review by the editor identified for each Network (PS to identify for SWMNN and KP to identify for SSBCNN)	SS/AS	May-June
To KP for review	KP	Dec-May
Review of guidelines by pharmacist	Pharmacist	May-June
Final drafts to BCGP editorial board for final review	MK	May-June
Editorial board changes made and, if major, sent back to author	BCGP editors/MK	June
Obtain quote for typesetting/printing based on number of pages	MK/Printer	June
Final changes and proof reading before sending to printers	MK	June
Proof read printers proofs	MK/KP/RM	June/July
To print	Printer	July
To UHNS	Printer	July
Supply CD with electronic guidelines and evidence to SC for distribution to Newborn Network	MK	August
Distribute to network	SC	August
Place guidelines on UHNS intranet	MK	August