

Neonatal guidelines schedule 2019-21

Activity	Responsibility	When
Literature search for supporting info	MS	Ongoing
Assign authors and identify new guidelines	KP/RM/KM	Aug/Sep 2018
Existing guidelines to authors for review	KM	Aug/Sep 2018
Authors questions to librarian & return	MS	Ongoing
Chase authors for amendments	KM	Oct-Jan 2018/19
Input from network leads merged and draft sent back to author (if major changes only)	Editorial leads/KM	Oct – March 2018/19
Review by R Negrine/S Ray	KM	Feb-July 2019
Review of guidelines by Pharmacist	Pharmacist	Oct-Jun 2019
Review of guidelines by antimicrobial	Microbiology	Oct-Jun 2019
Final drafts to first BCGP editor (KP)	KM	April-July 2019
BCGP editor comments returned to author	KM/Authors	Jan-Jul 2019
Final version to BCGP editor (NM)	KM	May-July 2019
Final editor comments returned to author	KM	Mar-Jun 2019
Obtain quote for typesetting/printing based on number of pages	KM	July 2017
Raise order	SC	August 2017
Final changes and proof reading Word documents before sending to printers	KM	August 2017
Proof read printers proofs	KM/KP/RM	August 2017
Print	Printer	August 2017
Books to UHNM	Printer	September 2017
Distribute within UHNM and to other Network Trusts	SC	September 2019
Supply electronic guidelines to Sarah for distribution to Network and website	KM/SC	September 2019
Upload to UHNM intranet	KM	September 2019
Supply Word and PDF to BCGP Trusts	KM	September 2019