

NEONATAL GUIDELINES SCHEDULE 2017-19

Activity	Responsibility	When
Literature search for supporting info	MS	ongoing
Prepare files and request evidence search update in readiness to send to authors	Developer	September
Send existing guidelines and evidence search results to authors with deadline Request any new guidelines formatting When formatted, send back to author for OK before circulating to network leads for comment	Developer	October
Authors questions to librarian and return	Librarian	November
Deadline for receipt of updated guidelines and new guidelines	Authors	End December – Early January
Chase authors for updates	Developer	Jan – Feb
Send guidelines to network leads and pharmacist with deadline	Developer	Dec-Mar
Network units leads' comments merged and, if major, back to author	Developer	Dec-May
Review by Sagarika Ray/Rob Negrine	SR/RN	May-July
To KP for first BCGP review	KP	June-August
To NM for final BCGP review	NM	June-August
Editorial board changes made and, if major, sent back to KP	BCGP editors/Developer	August-September
Obtain quote for typesetting/printing based on number of pages (obtain page count from KM)	Sarah Carnwell/Printer	September
Final changes and proof reading Word files before sending to printers	Developer	September
Proof read printers proofs	Developer/KP/RM	September – October
To print	Sherwin Rivers	October
To UHNS	Sherwin Rivers	November
Supply CD with electronic guidelines and evidence to SC for distribution to Newborn Networks	Developer	November
Distribute to networks	Sarah Carnwell	
Send CDs to BCGP partner Trusts and place guidelines on UHNS intranet	Developer	November-December