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KP/klm

Dear Guideline Lead/Author

The 2015-17 edition of the Neonatal Guidelines was published in December 2015, and each Trust Guidelines Lead should by now have received their copy. The next revision cycle will start shortly so I thought that I would take the opportunity to update you on the process. In June of this year we will conduct the on line user survey. I hope that you can encourage as many of your medical and nursing staff to complete this. Any comments made will be utilised for next revision.

The guidelines are aimed primarily at junior doctors. The goal is to be succinct and to focus on immediate management rather than to provide background education. The intent is to provide positive statements and clear guidance so phrases such as 'consider' or 'follow local guidance' are discouraged. Each guideline had a separate file of supporting evidence for users to read if they wish. The Bedside Clinical Guidelines Group (BCGP) provides style guidelines to authors.

Each guideline has an identified author. If you or any of your colleagues are interested in either revising an existing guideline or have a suggestion for an additional guideline, please let either me or Siva know by September of this year.

Towards the end of this year Kathryn, the guidelines coordinator for the BCGP, will email the nominated author for each guideline asking them to review it and to make changes if they feel it is necessary (not all guidelines need changes). Mathew, the BCGP librarian, is available to provide support with literature searches and assessment of evidence. Kathryn will circulate the revised guideline to the guideline lead in each Trust for comment and circulation to interested colleagues in order to provide as wide a consultation as possible. As the revision process runs to a tight schedule there will be a 2 week window for comment so I urge you to encourage your colleagues to respond promptly lest they miss their opportunity to make their views known; this is best done by using 'track changes' on the original document and then emailing it to Kathryn.

Kathryn will collate all the comments and send them to the original author. He/she will then have the opportunity to amend the guideline if they feel it is appropriate. Once this is completed the guideline will go to one of the two Clinical Editors (one from each Network) who will review the clinical content of the guideline. The guidelines will then pass to me, the BCGP Neonatal Editor, for a second review. They will also be reviewed by a paediatric pharmacist. Finally, they will be reviewed by another BCGP editor who will assess them for clarity and lack of ambiguity. Once this is completed Kathryn will copy the guidelines

to CD and send a copy to each Trust's Guideline Lead. They will also be published on each network's website.

We will be holding a joint network guidelines meeting on the afternoon 15<sup>th</sup> September 2016. We will invite the Guidelines Lead for each Trust, all the authors of the 2015-17 guidelines, and anyone who is interested in becoming an author for 2017-19. I hope you will be able to attend.

*Kate*

**Kate Palmer**  
**Bedside Clinical Guidelines Partnership Neonatal Editor**  
**& Chair of the Joint Network Guidelines Group**

**Other useful contacts:**

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**Guidelines contacts in each Trust:**

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