

**NOTES OF GUIDELINE MEETING**  
**18<sup>th</sup> October 2012**

**Present**

Marian Kerr, BCGP guideline co-ordinator,  
Kate Palmer, Chair SSBC NN Guidelines group,  
Siva Sivakumar Chair SWMNN guidelines group  
Dr ? guidelines lead for City Hospital

**Minutes**

1. Revision of the guidelines will follow the process laid down by the BCGP. The 5<sup>th</sup> Edition of the neonatal guidelines will be published in November 2013.
2. The BCGP guidelines process was reiterated. Each completed guideline will be sent to the guidelines lead for each Trust for consultation. A 3 week period is allowed for this. This was felt to be short but, as it is determined by the BCGP timetable and revisions of other speciality guidelines, it is non-negotiable. All comments will be collated by MK and passed on to the original author. The author will review the comments and may change the guideline, but is under no obligation to do so. The author will then return the final draft to MK for editing.
3. Previously 2 network editors have reviewed the guidelines. In 2011 this was Dr Shiva Shankar from UHNS and Dr Alyson Skinner from RWH. It was agreed that for 2013 there will be one editor from each network.
4. The contents of the 2013 guidelines were agreed. There will be 114 guidelines comprising 102 existing guidelines from the 2011 edition plus 12 new guidelines, some from SWMNN guidelines and some entirely new. An author was identified for each guideline. SWMNN will author 42 (37 existing and 5 new) and SSBCNN will author 72 (66 existing and 7 new).
5. Whilst MK will 'tidy up' the formatting of the guidelines authors are requested to present the guidelines formatted in the BCGP style.

**Actions Agreed**

1. SS will provide MK with the contact details of the guidelines led for each trust and of the designated author for each guideline.
2. MK will send each author a copy of the 2011 guideline, the SWMNN guideline on the same topic (if there is one), the results of the recent literature search and a copy of the style guidelines
3. KP and SS each to identify a guidelines editor from within their network.
4. Authors will return the final version of the guideline to by 8<sup>th</sup> January 2013.
5. SS will meet with the guidelines leads for each Trust to explain the BCGP process to them.
6. There will be a meeting of the guidelines group, including all trust representatives, in January 2013 to review progress.

KP 27.11.12