

RE: dissemination of guideline books

Moore Ruth (UNIVERSITY HOSPITAL OF NORTH STAFFORDSHIRE NHS TRUST)

Sent: 17 November 2014 14:50**To:** Carnwell Sarah (UNIVERSITY HOSPITAL OF NORTH STAFFORDSHIRE NHS TRUST); Kerr, Marian (RJE) UHNS [Marian.Kerr@uhns.nhs.uk]**Cc:** Read Andrea (NHS ENGLAND); Hall, Kay (RJE) UHNS [Kay.Hall@uhns.nhs.uk]

The email that Marian sends to the Author of each guideline at the start of the process, either a new guideline or at the start of the review process for an existing guideline, with all the information that you would normally send at that time we need to ask the author to declare any interests which they need to sign a form for - Andrea is that correct?

Kind regards
Ruth

Ruth Moore
Network Manager/Lead Nurse

Staffordshire, Shropshire & Black Country Newborn & Maternity Network

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Newborn Website address: <http://www.networks.nhs.uk/nhs-networks/staffordshire-shropshire-and-black-country-newborn>
Maternity Website address: <http://www.networks.nhs.uk/nhs-networks/staffordshire-shropshire-and-black-country>

From: Carnwell Sarah (UNIVERSITY HOSPITAL OF NORTH STAFFORDSHIRE NHS TRUST)**Sent:** 11 November 2014 09:54**To:** Kerr, Marian (RJE) UHNS**Cc:** Read Andrea (NHS ENGLAND); Hall, Kay (RJE) UHNS; Moore Ruth (UNIVERSITY HOSPITAL OF NORTH STAFFORDSHIRE NHS TRUST)**Subject:** RE: dissemination of guideline books

Hi Marian

I will ask Ruth which e-mail she had suggested to Andrea that it could be sent with, as to be honest it could be either of the two you have suggested.

Ruth is on annual leave this week, so I will let you know when I have spoken to her next week.

Thanks

Sarah Carnwell, Network Administrator

Staffordshire, Shropshire and Black Country Newborn and Maternity Network

Tel: 01782 672380

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Once you are logged in to the nhs networks site please click on 'join this network' in the top left grey band on our homepage link below:

<http://www.networks.nhs.uk/nhs-networks/staffordshire-shropshire-and-black-country-newborn>

From: Kerr, Marian (RJE) UHNS [Marian.Kerr@uhns.nhs.uk]**Sent:** 11 November 2014 09:43**To:** Carnwell Sarah (UNIVERSITY HOSPITAL OF NORTH STAFFORDSHIRE NHS TRUST)**Cc:** Read Andrea (NHS ENGLAND); Hall, Kay (RJE) UHNS**Subject:** FW: dissemination of guideline books

Hi Sarah

I don't think I'm being thick but I really don't know what Andrea means. Do you think she means the e-mail you send to everybody announcing the date of the first meeting? Other than that, I'm lost. The only e-mails I send out are the ones I send to the authors when I send them the existing guideline asking them to update it for the next edition.

BW

M

From: Read Andrea (NHS ENGLAND) [mailto:andrea.read@nhs.net]**Sent:** 10 November 2014 09:40**To:** Kerr, Marian (RJE) UHNS**Cc:** Hall, Kay (RJE) UHNS; Deakin Ruth (LEWISHAM AND GREENWICH NHS TRUST)**Subject:** RE: dissemination of guideline books

Hi Marian,

Thanks for your email, sorry I don't think my email was very clear. The email I meant was the original one you send out to the guideline group when you are arranging the first meeting to discuss the new guidelines that have been identified so that at that point they have an opportunity to declare any interests,

then we will back it up with a form that they will need to sign. Ruth knows which email it is as she came up with the idea so I have cc'd her in – Ruth, can you clarify please which email it is we need to add the information to?

Thanks alot

Kind regards

Andrea

Andrea Read
NICE Accreditation Lead
West Midlands Strategic Clinical Network and Senate

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From: Kerr, Marian (RJE) UHNS [<mailto:Marian.Kerr@uhns.nhs.uk>]
Sent: 07 November 2014 11:48
To: Read Andrea (NHS ENGLAND)
Cc: Hall, Kay (RJE) UHNS
Subject: RE: dissemination of guideline books

Dear Andrea

I'm not sure I understand your e-mail. I don't send out e-mails asking people to declare any interests. I e-mail authors asking them to update the guidelines for the next issue. I don't know if the SSBC network have a declaration of interests form that they send to contributors

Marian

From: Read Andrea (NHS ENGLAND) [<mailto:andrea.read@nhs.net>]
Sent: 06 November 2014 11:51
To: Kerr, Marian (RJE) UHNS; Hall, Kay (RJE) UHNS
Cc: Deakin Ruth (LEWISHAM AND GREENWICH NHS TRUST)
Subject: dissemination of guideline books

Hi both,

Hope you are ok! I am in the process of developing a declaration of interest policy as part of the NICE accreditation process to meet that particular part of the process. However, because we are putting a few of the obstetric guidelines through as part of the application, and following a discussion with Ruth, we think it would be a good idea to add a couple of lines onto the original email that you send out about declaring any interests so it is covered.

Please could you send me the original email and I will liaise with Ruth about the wording.

Thanks very much

Andrea

Andrea Read
NICE Accreditation Lead
West Midlands Strategic Clinical Network and Senate

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