

Process for Ratification of Monographs

New

Existing

A need is identified for a new Monograph

Project Lead notifies Author (Laura Dalton) of the Monograph that is now due for review

Author (Laura Dalton) produces a draft Monograph and forwards to Pharmacist (Chris McLernon) for review of drug compatibility information

Author (Laura Dalton) reviews the latest version of the Monograph and updates if relevant. A copy is forwarded to Pharmacist (Chris McLernon) for review of drug compatibility information.

A copy of the new or reviewed finalised Monograph is forwarded to the ODN Project Lead who stores centrally and updates Guideline and Monograph Tracker

The Monograph is circulated to the Neonatal Executive Group as an agenda item ahead of the next scheduled Executive Group Meeting (*which are held quarterly*)

The Monograph is ratified at the Neonatal Executive Group Meeting

Final version is uploaded to NHS Networks by Project Lead