Neonatal clinical guidelines are reviewed and developed to reflect best practice. Guidelines are reviewed every 3 years or when there is evidence to change practice by way of clinical audit, new evidence from research and literature or post clinical incident/recommendations from RCA.

Neonatal clinical guideline review and documents are coordinated by the Clinical Nurse Specialist – Guidelines and Quality.

Clinical Guideline Review Flowchart

1. Review of existing guideline or Need identified for development of new guideline
2. Author/s identified –
   - Existing document reviewed for currency of information, current practice and referencing.
   - New guideline draft document developed, reviewing current evidence and practices.
3. Consultation with subject experts as required when reviewing and developing guidelines.
4. Draft documents sent for wider comment and review from senior medical and nursing staff from the Neonatal Directorate.
   - Comments and feedback coordinated by the Clinical Nurse Specialist.
5. Draft documents sent back to author with feedback. Author develops final draft.
6. Final draft prepared for presentation at Neonatal Directorate Management Committee Meeting for endorsement by Clinical Nurse Specialist.
7. Endorsed
   - Yes: Document prepared for uploading to Intranet / Internet
   - No: Return to step 2
Endorsed documents are prepared as per WNHS naming conventions on the approved guideline template. Neonatal Directorate clinical staff are notified of reviewed guidelines and changes to practice.

- List of reviewed guidelines is emailed to all staff.
- List of reviewed guidelines is posted on the HealthPoint Neonatal Directorate workspace.
- Published on WNHS HealthPoint Policy and Guideline Updates page.
- Where there is a change in practice a Change of Practice form completed and communicated to clinical staff.

Neonatal Guideline database is maintained and updated by the Clinical Nurse Specialist.

Hard copies of neonatal clinical guidelines are updated and maintained by the Clinical Nurse Specialist (to be used only when electronic access is down).

- One copy in SCN3 (KEMH)
- One copy in resource cupboard PCH
- One copy in CNC office (KEMH)

### Related WNHS policies, procedures and guidelines

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<th>WNHS: Policy Introduction, Review and Dissolution</th>
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<th>Neonatal Directorate Management Committee</th>
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<td>Neonatal Directorate Management Committee</td>
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<td>August 2014</td>
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<tr>
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<td>22nd October 2018</td>
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