

## CHECKLIST FOR POSTING CLINICAL GUIDELINES TO NHSL GUIDELINES APP

*Please complete checklist and email to Clinical Guidelines Team generic account [clinicalguidelines@lanarkshire.scot.nhs.uk](mailto:clinicalguidelines@lanarkshire.scot.nhs.uk)*

Guideline Details	
<p><b>Name of guideline:</b></p> <p><i>The title is the first element of guideline that anyone sees &amp; should be concise, informative, relevant to the subject matter and include key words that describe it.</i></p> <p><i>When saving &amp; naming the file use the guideline title and add date (format YYYY.MM.DD) and Version number (eg V1, V2, etc)</i></p>	<p><b>Last review date (YYYY.MM.DD):</b></p> <p><b>Next review date (YYYY.MM.DD) :</b></p> <p><i>COVID guidelines should be reviewed every 6 months at least. All other guidelines should be reviewed every 3 years (or sooner if required).</i></p>
<p><b>Version number:</b></p>	<p><b>Does this replace an existing guideline: Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>Name of existing guideline:</b></p>
<b>Author/Contact Details (lead author of the written local guideline or main NHS Lanarkshire contact for the linked national guideline)</b>	
<p><b>Name of author/s:</b></p> <p><b>Designation:</b></p>	<p><b>Email:</b></p>
<p><b>Phone number:</b></p>	<p><b>Department and Base:</b></p>

**Approval Details:**

Name of Ratifier:

Governance group:

Date approved (YYYY.MM.DD):

*COVID guidelines should be approved by Bronze Command***Toolkit Categories:**

Please specify which area of the app your guideline should be added to:

1. Guidelines
2. Emergency Guidelines/Flow
3. Medical Scores & Calculations
4. Referral pathways
5. Antimicrobial Guidelines
6. Medicines Guidance
7. Covid 19

Search Information:	
<p><b>Subject keywords to describe your guideline:</b></p> <p><i>Please use a minimum of 3 keywords and think about non-specialists who may be searching the app for your guideline e.g. use the keyword 'heart attack' if the title of the guideline is 'acute myocardial infarction'. For help with choosing keywords please see <a href="#">MeSH website</a></i></p>	<p><b>Speciality/Service guideline relates to:</b></p>
<p><b>Web address of the guideline (if available):</b></p>	
<p><b><i>Once complete, please ensure you do the following:</i></b></p> <ul style="list-style-type: none"> <li>• <i>Save your document as Subject   Date of creation   Document Type   Version number</i></li> <li>• <i>Insert Named author, version and date as a footer into each guideline.</i></li> <li>• <i>Email this checklist and your guideline document to Clinical Guidelines Team generic account <a href="mailto:clinicalguidelines@lanarkshire.scot.nhs.uk">clinicalguidelines@lanarkshire.scot.nhs.uk</a></i></li> </ul>	

Clinical Guideline Team use only:	
<p><b>Date guideline posted to App:</b></p>	<p><b>Link to guideline in other section:</b></p>
<p><b>Passed to LF/JK if required: Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>If no, please note reason:</b></p>	