**Title of PPPG:**

(This PPPG Checklist was developed to assist staff to meet standards when developing Non-Clinical PPPGs)

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| **Standards for developing Non-Clinical PPPGs** | **Checklist** |
|  **Stage 1 Initiation** |  |
| The decision making approach relating to type of PPPG guidance required (Policy, Procedure, Protocol, Guideline), coverage of the PPPG (national, regional, local) and applicable settings are described. |  |
| Synergies/co-operations are maximised across departments/organisations Hospital/Hospital Groups/Community Healthcare Organisations (CHO)/National Ambulance Service (NAS)) to avoid duplication and to optimise value for money and use of staff time and expertise. |  |
| The scope of the PPPG is clearly described, specifying what is included and what lies outside the scope of the PPPG. |  |
| The target users and the population/patient group to whom the PPPG is meant to apply are specifically described. |  |
| The views and preferences of the target population have been sought and taken into consideration (as required). |  |
| The overall objective(s) of the PPPGs are specifically described. |  |
| Stakeholder identification and involvement: The PPPG Development Group includes individuals from all relevant stakeholders, staff and professional groups. |  |
| Conflict of interest statements from all members of the PPPG Development Group are documented, with a description of mitigating actions if relevant. |  |
| The PPPG is informed by the identified needs and priorities of staff, service users and others (as appropriate). |  |
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| **Stage 2 Development** | **Checklist** |
| Systematic methods used to search for and appraise evidence are documented (for PPPGs which are adapted/adopted from international guidance, their methodology is appraised and documented as required). |  |
| There is an explicit link between the PPPG and the supporting evidence.  |  |
| PPPG guidance/recommendations are specific and unambiguous. |  |
| The potential resource implications of developing and implementing the PPPG are Identified e.g. education/training/information, staff time and research. |  |
| Education and training is provided for staff on the development and implementation of evidence-based PPPG (as required). |  |
| **Stage 3 Governance and Approval** | **Checklist** |
| Formal governance arrangements for PPPGs at local, regional and national level are established and documented. |  |
| The PPPG has been reviewed by independent experts prior to publication (as required). |  |
| Copyright and permissions are sought and documented (as required). |  |
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| **Stage 4 Communication and Dissemination** | **Checklist** |
| A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages. |  |
| Plan and procedure for dissemination of the PPPG is described. |  |
| The PPPG is easily accessible by all users e.g. PPPG repository. |  |
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| **Stage 5 Implementation** | **Checklist** |
| Written implementation plan is provided with timelines, identification of responsible persons/units and integration into service planning process. |  |
| Barriers and facilitators for implementation are identified, and aligned with implementation levers. |  |
| Education and training is provided for staff in the development and implementation of PPPGs. |  |
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| **Stage 6 Monitoring, Audit, Evaluation** | **Checklist** |
| Process for monitoring and continuous improvement is documented. |  |
| Audit criteria and audit process/plan are specified. |  |
| Process for evaluation of implementation and effectiveness is specified. |  |

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| **Stage 7 Revision/Update** | **Checklist** |
| Documented process for revisions/updating and review, including timeframe is provided. |  |
| Documented process for version control is provided. |  |

I confirm that the above Standards have been met in developing the following:

**Title of PPPG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person(s) signing off on the PPPG Checklist:**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This signed PPPG Checklist must accompany the final PPPG document in order for the PPPG to be approved.**