HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs)

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DoH (NCEC) developed and published National Standards for Clinical Practice Guidance in November 2015.

**Objectives of the NCEC Standards are to:**

- Provide a standardised terminology & methodology for the development of evidence-based clinical practice nationally.
- Ensure consistency of approach and minimise duplication of clinical practice guidance in the health system.

**Supports a number of existing national standards and key frameworks such as:**

- Safer Better Healthcare (HIQA 2012)
- Quality Framework for Mental Health Services (MHC 2007) and many more.
HSE National Framework for developing PPPGs (2016)

The DoH published the NCEC standards for Health Services to implement.

**HSE National Framework for developing PPPGs was developed to:**

- Guide services on how to comply and use the NCEC Standards when developing PPPGs. This HSE Framework was published and launched at the DoH Patient Safety Conference in Dec 2016.

**Scope:** The Framework applies to the development of both clinical and non-clinical PPPGs, this includes:

- Models of care, care bundles, care pathways, clinical decision aids, checklists and algorithms. These form part of the implementation toolbox and can be included as components in a PPPG rather than stand-alone practice guidance.
Overview of HSE National Framework for developing PPPGs (2016)

Following extensive literature review and survey, the HSE National PPPG Framework was developed. The NCEC Standards for Clinical Practice Guidance were aligned to the 7 Stages in the PPPG Development Cycle.

NB: The HSE PPPG Framework applies to all HSE staff and HSE funded services and covers clinical and non-clinical PPPGs.

There are six sections within the framework:

- **Section 1**: Definitions
- **Section 2**: Stages in the PPPG Development Cycle
- **Section 3**: Revised HSE National Template for Developing PPPGs (2016)
- **Section 4**: PPPG Checklist for developing clinical and Non-Clinical PPPGs
- **Section 5**: Proposed HSE National Central Repository for HSE National approved PPPGs
- **Section 6**: Implementation of the Framework
Section 1- Definitions
Section 2 - Stages in the PPPG Development Cycle

STAGE 1 INITIATION

STAGE 2 DEVELOPMENT

STAGE 3 GOVERNANCE AND APPROVAL

STAGE 4 COMMUNICATION AND DISSEMINATION

STAGE 5 IMPLEMENTATION

STAGE 6 MONITORING, AUDIT, EVALUATION

STAGE 7 REVISION/UPDATE

PPPG DEVELOPMENT CYCLE

Figure 3: PPPG Development Cycle
Section 2 - Stages in the PPPG Development Cycle

- **Stage 1 – Initiation – (12 standards)** Beginning or first step in developing a PPPG.
- **Stage 2 – Development – (10 + 3 standards)** Describes the methodology by which the PPPG was developed. It involves the integration of the best research evidence with clinical professional expertise and patient values and cost.
- **Stage 3 – Governance – (3 standards)** Refers to the process of acceptance, agreement and assessing quality standard of PPPGs.
- **Stage 4 – Communication/Dissemination (3 standards)** Refers to the active spread of new practice to the target audience using plan strategies Nilsen 2015.
- **Stage 5 – Implementation (4 standards)** Refers to the process of putting to use or integrating new practices within a setting Nilsen 2015.
- **Stage 6 – Monitoring audit and evaluation (3 standards)** Monitoring is a systematic process of gathering information and tracking over time. **Audit** is a formal review that usually includes planning, identifying risk areas... **Evaluation** is a formal process to determine the extent to which the planned or desired outcomes of an intervention are achieved.
- **Stage 7 – Revision/Update (2 standards)** Refers to the process to ensure that the learning from the PPPG development and implementation process is used to amend and update the original PPPG as new evidence emerges.
Section 3 – Template for developing PPPGs (2016)

- Part A-Outline PPPG steps
- Part B - PPPG Development Cycle

- Table of Contents
  - 1.0 Initiation
  - 2.0 Development
  - 3.0 Governance and Approval
  - 4.0 Communication and Dissemination
  - 5.0 Implementation
  - 6.0 Monitoring, Audit and Evaluation
  - 7.0 Revision/Update
  - 8.0 References
  - 9.0 Appendices
## Section 4 – PPPG Checklist for Clinical – Non-Clinical PPPGs

### Stage 2 Development

<table>
<thead>
<tr>
<th>Checklist</th>
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<tbody>
<tr>
<td>The clinical question(s) covered by the PPPG are specifically described.</td>
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<tr>
<td>Systematic methods used to search for evidence are documented (for PPPGs which are adapted/adopted from international guidance, their methodology is appraised and documented).</td>
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<tr>
<td>Critical appraisal/analysis of evidence using validated tools is documented (the strengths, limitations and methodological quality of the body of evidence are clearly described).</td>
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<tr>
<td>The health benefits, side effects and risks have been considered and documented in formulating the PPPG.</td>
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<tr>
<td>There is an explicit link between the PPPG and the supporting evidence.</td>
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<tr>
<td>PPPG guidance/recommendations are specific and unambiguous.</td>
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<tr>
<td>The potential resource implications of developing and implementing the PPPG are identified e.g. requirement, education/training, staff time and research.</td>
</tr>
<tr>
<td>There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.</td>
</tr>
<tr>
<td>Budget impact is documented (resources required).</td>
</tr>
<tr>
<td>Education and training is provided for staff on the development and implementation of evidence-based clinical practice guidance (as appropriate).</td>
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<tr>
<td>Three additional standards are applicable for a small number of more complex PPPGs. Cost effectiveness analysis is documented. A systematic literature review has been undertaken. Health Technology Assessment (HTA) has been undertaken.</td>
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### Stage 3 Governance and Approval

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<tr>
<td>Formal governance arrangements for PPPGs at local, regional and national level are established and documented.</td>
</tr>
<tr>
<td>The PPPG has been reviewed by independent experts prior to publication (as required).</td>
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<tr>
<td>Copyright and permissions are sought and documented.</td>
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### Stage 4 Communication and Dissemination

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<tr>
<td>A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages.</td>
</tr>
<tr>
<td>Plan and procedure for dissemination of the PPPG is described.</td>
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<tr>
<td>The PPPG is easily accessible by all users e.g. PPPG repository.</td>
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### Stage 5 Implementation

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<tr>
<td>Written implementation plan is provided with timelines, identification of responsible persons/units and integration into service planning process.</td>
</tr>
<tr>
<td>Barriers and facilitators for implementation are identified, and aligned with implementation levers.</td>
</tr>
<tr>
<td>Education and training is provided for staff on the development and implementation of evidence-based PPPGs (as required).</td>
</tr>
<tr>
<td>There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.</td>
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### Stage 6 Monitoring, Audit, Evaluation

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<tr>
<td>Process for monitoring and continuous improvement is documented.</td>
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<tr>
<td>Audit criteria and audit process/plan are specified.</td>
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<tr>
<td>Process for evaluation of implementation and (clinical) effectiveness is specified.</td>
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### Stage 7 Revision/Update

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<tr>
<td>Documented process for revisions/updating and review, including timeframe is provided.</td>
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<td>Documented process for version control is provided.</td>
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I confirm that the above Standards have been met in developing the following PPPG:

Name of PPPG: ____________________________

Name of person signing off on the PPPG Checklist: ____________________________

Title of person signing off on the PPPG Checklist: ____________________________

Signature of person signing off on the PPPG Checklist: ____________________________

Date: ____________________________

This signed PPPG Checklist must accompany the final PPPG document in order for the PPPG to be approved.
Section 5 – HSE National Central Repository

Function

- Act as a contact focal point for general information on PPPGs.
- Upload newly approved HSE National PPPGs onto NCR where they will be centrally located and easily accessible on the HSE Website (viewed and downloaded by staff and the public) with links to sister sites e.g. DoH, HIQA, MHC, H&SA etc.

Transition period

- From Jan 2017 all existing HSE approved PPPGs that are in place will remain in place until they are due for review.
- From Jan 2017 all new HSE National PPPG that need to be developed or any existing HSE National approved PPPGs that are due for review must meet the NCEC Standards outlined in the HSE National PPPG Framework.
- A 3 year transition period will be required to update all existing approved HSE National PPPGs. The updated HSE National PPPGs will be migrated onto the new system once they have met the required NCEC National Standards outlined in the PPPG Framework.
Outlines key recommendations to support the implementation of the HSE National Framework for developing PPPGs.

This is a whole health system framework and is applicable across the different governance levels that currently exist. It is the role and responsibility of all managers to ensure this framework is implemented at all levels within their areas of responsibility.

As part of the recommendations – Develop and implement an Education & Learning Programme:
- PPPG programme /workshop
- PPPG resources on www.qualityimprovement.ie

USE OF IMPROVEMENT METHODS

Why do we need a National Framework?
The HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs) is essential to improve the quality of health care provided by the HSE and to enhance organisational effectiveness.

The HSE currently has many PPPGs in place and a consistent and clear approach is needed for the development, implementation and evaluation of PPPGs. In 2015, NCEC developed Standards for Clinical Practice Guidance (click) and in 2016, following an extensive literature review and survey, the HSE National Framework for Developing PPPGs has been developed, aligning the NCEC standards with the stages in the PPPG development cycle.

There should be a consistent clear approach to the development, implementation and evaluation of PPPGs. The two key innovative areas of this new national PPPG framework are that:

- PPPGs are evidence-based
- Approved PPPGs meet the standards outlined in the HSE National Framework
Link to Quality Improvement website for Additional Documentation
www.qualityimprovement.ie
A module on Clinical Practice Guidance/PPPGs was developed for the NPSO Learning Management System in 2017, in partnership with the Clinical Effectiveness Unit/NCEC in the DoH.
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