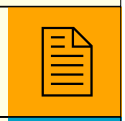
GUIDELINE DEVELOPMENT IN FIFTY EASY STEPS

SIGN

TIME FRAME		ACTION TO BE TAKEN	OUTCOMES
Month 1	Meeting	1. Define **remit** 2. Complete first draft of **key questions** 3. Discuss **patient issues** and **CPD**[1]	Remit ?
	Between Meetings	4. **Key questions** put into PICO format[2] by SIGN Information Officer and circulated to group for comments 5. Guideline group members **attend SIGN critical appraisal courses**[1]	Key Questions ?
By month 3	Meeting	6. Discuss any further **patient issues** 7. Review **key questions** 8. Discuss appraisal of relevant **guidelines** using **AGREE instrument** 9. Ensure that **subgroups** have been formed, way of working has been agreed and allocate two people to key question as appropriate 10. Set dates for **subgroup meetings**	AGREE instrument AGREE
	Between Meetings	11. Finalise key questions 12. SIGN Information Officer conducts **systematic review searches,** sifts search results and sends them to chairman/ subgroup leaders for clinical **sifting** 13. Selected **papers ordered** and distributed among relevant subgroup members, along with appropriate **checklists for critical appraisal** 14. Liaise with subgroup colleagues! 15. Guideline group members **attend SIGN critical appraisal courses**	Attend Critical Appraisal 
	Meeting	16. Discuss **checklists** for systematic reviews and the quality and volume of evidence found so far 17. Agree which key questions require further searches for RCTs 18. Start compiling **evidence tables** for each key question based on checklists 19. Plan ahead, set time scale and milestones and date for **National Meeting** 20. Decide who will write Information for Patients and Carers and Implementation sections of the guideline	Checklists for systematic reviews Evidence tables 1 ✓
	Between Meetings	21. SIGN Information Officer conducts **RCT searches**, sifts search results and sends them to chairman/ subgroup leaders for clinical **sifting** and **allocation to key questions/subgroup members** 22. Selected **papers ordered** and distributed among relevant subgroup members, along with appropriate **checklists for critical appraisal** 23. Subgroup meetings	
By month 8	Meeting	24. **Subgroups update** on the quality and volume of evidence found so far in systematic reviews and RCTs 25. Group **discusses the evidence** 26. Agree which key questions require further searches for observational studies	Checklists for RCTs / Evidence tables 2 ✓

[1] Membership of a guideline development group is an opportunity for health professionals to contribute to their own continuing professional development (CPD). please refer to the CPD manual as you progress through the steps below.

[2] PICO is a format that makes explicit the Patients, Interventions, Comparisons and Outcomes parameters of clinical studies.

	Between meetings	27. SIGN Information Officer conducts **observational studies searches**, sifts search results and sends them to chairman/ subgroup leaders for clinical **sifting** and **allocation to key questions/subgroup members** 28. Selected **papers ordered** and distributed among relevant subgroup members, along with appropriate **checklists for critical appraisal** 29. Subgroup meetings	
By month 11	Meeting	30. Present **evidence tables** for all the key questions, compiling evidence from all study types and discuss in group 31. Plan **national meeting**: programme, content, speakers, invites, ...	Checklists for observational studies / Evidence tables 3 
	Between meetings	32. Subgroups prepare **considered judgement forms** if evidence tables are complete 33. Subgroup leaders ensure that **copies of all checklists, evidence tables and considered judgement forms** have been sent to Programme Manager - but also keep copies for yourself!	
	Meeting	34. **Considered judgement forms** discussed and wording of recommendations agreed	Considered judgement proformas 
	Between meetings	35. Allocated group members start writing up **first draft** of the guideline, based on guideline template	Draft guideline 
No later than month 14	Meeting	36. Discuss and amend **first draft**	
	Between meetings	37. SIGN staff and guideline development group prepare for the **national meeting** (slides, workshop sessions if appropriate, **guideline draft** ready **two weeks** before the national meeting)	National meeting presentations 
Month 15	National meeting	Date: Venue: ▪ Guideline Group members present the draft guideline ▪ National Open Meeting delegates comment on the draft and suggest changes and/or additions required ▪ Draft guideline on SIGN website for one month	
By month 18	Meeting date:	38. Discuss **feedback** from national meeting and make necessary **changes to draft** of guideline 39. Agree if **further evidence** is needed (if yes, searches will be done by SIGN Information Officer) 40. Allocate tasks and start identifying **peer reviewers**	
	Meeting date:	41. Review draft of guideline and discuss necessary changes 42. Review results from **update searches** 43. Agree on **peer reviewer list** 44. Consider clinical launch	Peer review list 
By month 22	Meeting date:	45. Send draft out to **peer review**	Peer review draft 
By month 24	Meeting date:	46. Discuss **peer review comments** 47. Allocate additional work 48. Obtain and appraise any additional evidence required	
		49. Review and **finalise draft** of guideline and **quick reference guide**	QRG 
By month 30		50. **Publish guideline** and have clinical launch if appropriate	Guideline