Proposal for writing a BSH Guideline or Good Practice Paper

This proposal should be completed by the Writing Group Chair and /or the Task Force representative and be agreed by the Task Force before submission to the BSH Guidelines Committee for final approval. Please read the BSH Guideline development process before completing this form.

|  |  |  |
| --- | --- | --- |
|  | **All cells in this column must be completed** | ***Notes*** |
| **Task Force** |  |  |
| **Is a Guideline or a Good Practice Paper (GPP) proposed?** |  | *BSH Guideline (~5000 words) - our main remit is to produce evidence-based guidelines developed following a professional literature search and a review of the evidence by the writing group.*  *BSH Good Practice Paper (~2000 words) – this is distinct from a guideline and will be used to recommend good practice in a small clearly defined area where there is known to be a poor evidence base, but for which a degree of consensus or uniformity is likely to be beneficial to patient care.* |
| **Title** |  |  |
| **Writing group chair** |  | *The writing group chair has read the BSH Guideline Process document and will ensure that this is followed.* |
| **Task force representative** |  | *All writing group must have a TF representative* |
| **Funding** |  | *Please state if funding will be used from other bodies to support the development of this guidance and if so detail reasons* |
| **Reasons for wishing to produce guideline/GPP** |  | *e.g. No current guideline available in specific area or new information/test/ drug available which will alter current recommendations.* |
| **Are there other organisations (British or International) who have or are in the process of producing similar guidance?** |  | *Is this simply replicating existing guidance from an alternative source? Would it be better to write a BSH Position Paper (~1000 words) to endorse a non-UK guideline?* |
| **Target Audience** |  | *This may be restricted to those working in the field of clinical or laboratory Haematology but may have a broader audience in some circumstances where the guidance is relevant to other specialties and disciplines. This should be documented and reflected in the composition of the writing group. If a specific group has been contacted please identify them here.* |
| **Scope** |  | *As part of the scoping exercise, clear structured questions should be developed. The PICO model is a valuable tool for this.*  ***Patients*** *or population to which the question applies - e.g. age range, gender, clinical description and co-morbidities.*  ***Intervention*** *(or diagnostic test, exposure, risk factor, etc.) being considered in relation to these patients*  ***Comparison(s)*** *to be made between those receiving the intervention and another group who do not receive the intervention*  ***Outcome(s****) to be used to establish the size of any effect caused by the intervention.* |
| **Expected length of each section and of complete guideline** |  | *Guidelines should not usually exceed 5,000 words, GPPs 2,000 words. If it becomes apparent that the guideline will be particularly large the group should discuss this with the Task Force and consideration given to making it more focussed.* |
| **Writing group:** |  | *All must be listed.*  *Please give the following details for each proposed member*  *Name, professional role (eg medical, nursing, BMS), area of expertise, place of work, email address.*  *Include representation from other specialist societies and professional groups if indicated.*  *Patient involvement – depending on the nature of the guideline will range from, membership of the writing guidelines group, review once in draft form by a patient or patient group, or no involvement (eg lab testing guidance).*  *Not to include junior medical staff, doctors not currently practising in the UK*  *It is important to ensure that guidelines are broadly applicable across the UK and that no writing group is dominated by the particular views of any particular region or medical institution; there should be no more than 2 individuals from any one institution.* |
| **DOI Forms** |  | *The proposal cannot be approved without completed DOI forms from all members of the writing group. The DOI form is available on the BSH website* [*http://b-s-h.org.uk/guidelines/proposing-and-writing-a-new-bsh-guideline/*](http://b-s-h.org.uk/guidelines/proposing-and-writing-a-new-bsh-guideline/) |
| **Proposed review by other organisations and patient groups** |  | *Other professional organisations and patient groups should be asked to review the draft if this is likely to be helpful* |
| **Target date for first draft to TF** |  |  |

Date of submission of proposal to Task Force Submitted by:

Date agreed/revisions recommended/rejected by Task Force

Date submitted to BSH Guidelines Committee:

Date agreed/revisions recommended/rejected by BSH Guidelines Committee: