

Proposal for Writing a BSH Guideline

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](#) document on the BSH website, before completing this form.

ITEM No.	TASK FORCE	GUIDELINE DETAILS (All cells in this column must be completed)	GUIDANCE ON COMPLETING THE PROPOSAL FORM
1.	Title of Guideline?		
2.	Writing Group Chair?		<i>Should be a senior clinician or scientist with experience of Guidelines writing and the BSH guidelines writing process.</i>
3.	Task Force (TF) and Name of TF Representative?		<i>All Writing Groups must have a TF Representative who must be familiar with the guidelines writing process and grading of recommendations in particular.</i>
4.	Reasons for producing the Guideline?		<i>For example: No current Guideline is available, in this specific area or new information/test/ drug is available, which will alter current recommendations.</i>
5.	Are there other organisations		<i>Is this simply replicating existing guidance from an alternative source? Would it be better to write a BSH Position Paper on a non-UK guideline (~1000 words)?</i>

	(British or International) who have or are in the process of producing similar guidance?		
6.	Target Audience?		<p>Primarily this should be BSH members who are healthcare professionals involved in clinical or laboratory haematology work in the NHS.</p> <p>In some circumstances the guidance may be relevant to other specialties and disciplines. If so, this should be documented and reflected in the composition of the Writing Group.</p>
7.	Scope?		<p>As part of the scoping exercise, clear structured questions should be developed. The PICO model is a valuable tool for this.</p> <p>Patients or population to which the question applies e.g. age range, gender, clinical description and co-morbidities.</p> <p>Intervention (or diagnostic test, exposure, risk factor, etc.) being considered in relation to these patients.</p> <p>Comparison(s) to be made between those receiving the intervention and another group who do not receive the intervention.</p> <p>Outcome(s) to be used to establish the size of any effect caused by the intervention.</p> <p>In addition, GRADE Tutorials and their relative GRADE YouTube Tutorials, are essential to the Scope exercise.</p>
8.			<p>Guidelines should not usually exceed 5,000 words. If it becomes apparent that the guideline will be particularly</p>

	Expected length of each section and of complete Guideline?		<p>large the group should discuss this with the Task Force and consideration given to splitting into separate guidelines.</p>
9.	Writing Group?		<p>All members of the Writing Group must actively write the guideline. Normally this is done by allocating a section to each member (or sometimes 2 members).</p> <p>Please give the following details for each proposed Writing Group member: Name, professional role (e.g. medical, nursing, biomedical scientist), area of expertise, place(s) of work, email address.</p> <p>Include representation from one other specialist societies and professional groups if indicated.</p> <p>All members of the Writing Group should be currently involved in the provision of NHS services, or healthcare research in the UK, relevant to the proposal title. This excludes individuals whose primary role is outside the UK or have an affiliation with a private company involved in the provision or manufacture of healthcare products.</p> <p>If a trainee (junior medical staff) is on the Writing Group please provide a brief statement of justification, provide a CV and identify a mentor from the writing group to ensure that training needs are met. The Trainee Writing Group Member must be restricted to write only a section of a Guideline. A maximum of 1 trainee may be included.</p> <p>It is important to ensure that guidelines are broadly applicable across the UK and that no Writing Group is dominated by the views of any particular region or medical institution; there should be no more than 2</p>

			<p>individuals from any one institution even if those individuals represent different professional groups.</p> <p><i>Patient representatives should not normally form part of the Writing Group. Instead, patient groups should be consulted as listed in the row below. If there is a specific need then a maximum of 1 patient representative may be included.</i></p> <p><i>The BSH has several Special Interest Groups. Please consider whether a representative from one of these groups is needed.</i></p>
10.	Proposed review by other organisations and patient groups?		<p><i>Other professional organisations and patient groups should be asked to review the draft if this is likely to be helpful.</i></p>
11.	Target date for 1st Draft to the TF?		<p>Please note that the Literature Review is only valid for one year, from the date of your search. Submission for publication must take place before this date.</p>

I have read the current [BSH Guidelines Process](#) document (available on BSH website) and will ensure that this Guideline will adhere to the format and process prescribed (*To be signed by the Chair of Writing Group*):

Date of submission of proposal to Task Force:		Submitted by (<i>To be signed by the Chair of Writing Group</i>):	
Date agreed/revisions recommended/rejected by the TF:			
Date submitted to BSH Guidelines Committee:			
Date agreed/revisions recommended/rejected by BSH Guidelines Committee:			