

## Managing Clinical Guidelines

The steps below should be taken when new NICE/Clinical guidelines are issued, these can be built into your procedure for review and dissemination of new guidance.

- Identify a nominated person and a deputy who are responsible for receiving new guidance. Link to monthly newsletter which has new NICE guidance issued on it is; [NICE newsletters and alerts | News | NICE](#)
- Record the guidance on the 'Safety Alerts/Clinical Guidelines' log.
- Disseminate to the relevant staff in the practice.
- Nominate a lead person to be responsible for ensuring the guidance is reviewed and any actions required identified i.e clinical searches/audits.
- Set up a reminder in outlook to check that nominated lead has confirmed that any actions required have been completed.
- Record completion on the clinical guidelines log.
- Include safety alerts/clinical guidelines log as a standing agenda item on your clinical meeting agenda so that you can discuss any actions/audits required, progress with completing them and confirmation that they have been actioned.