

Notice of Intent to develop a Clinical Guideline

General Guidance

A notice of intent is notice provided by a Guideline Development Group (GDG) of a guideline in development likely to be submitted to the National Clinical Effectiveness Committee (NCEC) for prioritisation and quality assurance.

GDGs are encouraged to submit this notice as early as possible in the guideline development process. Please note that confirmation is required of HSE Corporate approval to proceed to prioritisation of guideline topic in line with NCEC criteria. This should be sought through the Office of the National Clinical Director, Integrated Care, Clinical Design & Innovation, Office of the Chief Clinical Officer. The email address to use is: clinicaldesign@hse.ie

The notice of intent will be published on the NCEC website. It allows information to be shared with stakeholders who have an interest in a clinical area, in order for them to communicate with each other and to prevent the possible duplication of effort where a number of stakeholders are undertaking work in the same area.

This notification neither commits the GDG to submit their guideline to the NCEC, nor does it indicate that the guideline will be prioritised or endorsed by the NCEC.

To ensure the Notice of Intent is still active, the NCEC may request updates on the status of the planned guideline periodically from the GDG.

Useful Resources

- NCEC Preliminary Prioritisation Process National Clinical Guidelines (Sept 2015).
- NCEC *How to Develop a National Clinical Guideline – A manual for guideline developers* (2019).
- HIQA and NCEC *National Quality Assurance Criteria for Clinical Guidelines Version 2* (April 2015).

Further resources, including procedures and published guidelines, are available at <http://health.gov.ie/national-patient-safety-office/ncec>

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Guideline Development Group Details	
Working Title of Clinical Guideline	
Organisation Name	
Affiliation to HSE National or Clinical Programme	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of HSE National or Clinical Programme	
Confirmation provided of HSE Corporate approval to proceed to prioritisation of guideline topic in line with NCEC criteria (as accompanying letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of primary contact(s)	
Job title(s)	
Address	
Telephone No.:	
Mobile No.:	
Email Address	
Date Submission	
Form of Submission (tick box)	Email <input type="checkbox"/> Paper copy <input type="checkbox"/>
Signature (Or accompanying email/letter)	

Stage of Development:	
Please tick the stage that best describes the current status of the guideline	Tick 1
Initial discussions only	
Plan to submit a proposal for prioritisation	
Plan to submit a complete guideline	

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Guideline in progress	
Guideline close to completion	
Other:	

Aim of the clinical guideline and expected outcomes:

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Scope of clinical guideline:

Outline the key questions that will be covered by the clinical guideline; what the clinical guideline will not cover; the service users to whom the guideline will apply; the health service areas where the guideline will apply and the intended users of the clinical guideline.

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For CEU internal use only:

Date form received	
Acknowledgment sent	
CG number assigned	
NCEC meeting date	