

HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs) 2016

Overview of the HSE PPPG Framework Part 1

July 2019

hello
my name is...

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PPPG Programme Structure

- **Part 1**

Overview of the HSE National Framework for Developing PPPGs (2016)

- **Part 2**

Finding & Appraising the Evidence for PPPGs

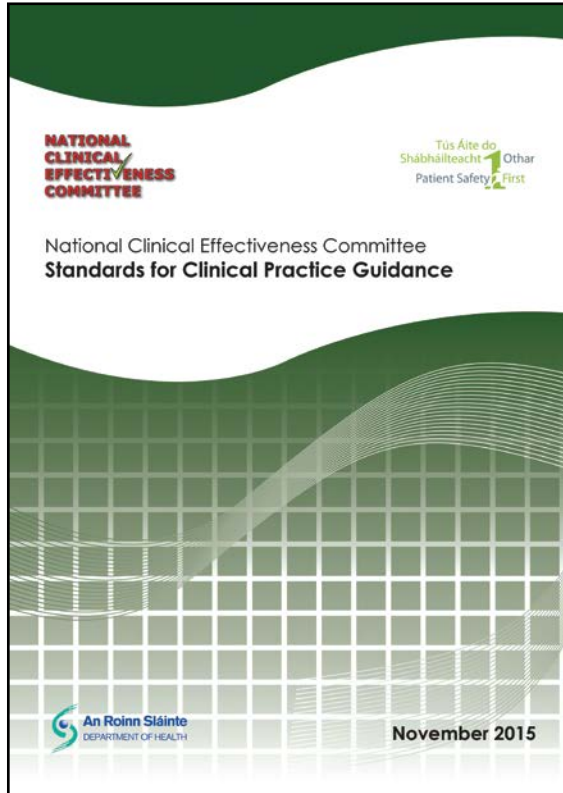
- **Part 3**

Monitor, Audit, Evaluation & Review of PPPGs

Programme Learning Outcomes

- Become familiar with the HSE PPPG Framework and how to use it
- Define Evidence Based Practice: Use EBP Framework to compose a question for literature search
- Locate the Evidence and Appraise the evidence
- Outline processes for monitoring, audit, evaluation & review of PPPGs.

NCEC Standards for Clinical Practice Guidance (2015)



- DoH (NCEC) developed and published National Standards for Clinical Practice Guidance in November 2015.

Objectives of the NCEC Standards are to:

- Provide a standardised terminology & methodology for the development of evidence-based clinical practice nationally.
- Ensure consistency of approach and minimise duplication of clinical practice guidance in the health system.

Supports a number of existing national standards and key frameworks such as:

- Safer Better Healthcare (HIQA 2012)
- Quality Framework for Mental Health Services (MHC 2007) and many more.

HSE National Framework for developing PPPGs (2016)



The DoH published the NCEC standards for Health Services to implement.

HSE National Framework for developing PPPGs was developed to:

- Guide services on how to comply and use the NCEC Standards when developing PPPGs. This HSE Framework was published and launched at the DoH Patient Safety Conference in Dec 2016.

Scope: applies to both clinical and non-clinical PPPGs, this includes:

- Models of care, care bundles, care pathways, clinical decision aids, checklists and algorithms. These form part of the implementation toolbox and can be included as components in a PPPG rather than stand-alone practice guidance.

Background and Context

- NCEC (DoH) *Standards for Clinical Practice Guidance* (2015)
- Benefits of Robust PPPGs in place
- Various National Standards e.g. *National Standards for Safer Better Healthcare* (HIQA, 2012)
- *Quality Framework for Mental Health Services* (MHC, 2007) and other national frameworks
- Building a Culture of Patient Safety (DoHC 2008)
- Regulatory reports, inspections and recommendations from serious incidents have identified gaps (HIQA, MHC, H&SA) etc.
- HSE reports and recommendations etc
- Reduce duplication and variation in practice

What is Quality?

Doing the right thing consistently to ensure the best possible outcomes for patients, satisfaction for all customers, retention of talented staff and a good financial performance. (Leahy, 1998)



HSE National Framework for Improving Quality(2016)

Drivers of Quality









Figure 1: Framework for Improving Quality (HSE, 2016)

Overview of HSE National Framework for developing PPPGs (2016)

Following extensive literature review and survey, the HSE National PPPG Framework was developed. The NCEC Standards for Clinical Practice Guidance were aligned to the 7 Stages in the PPPG Development Cycle.

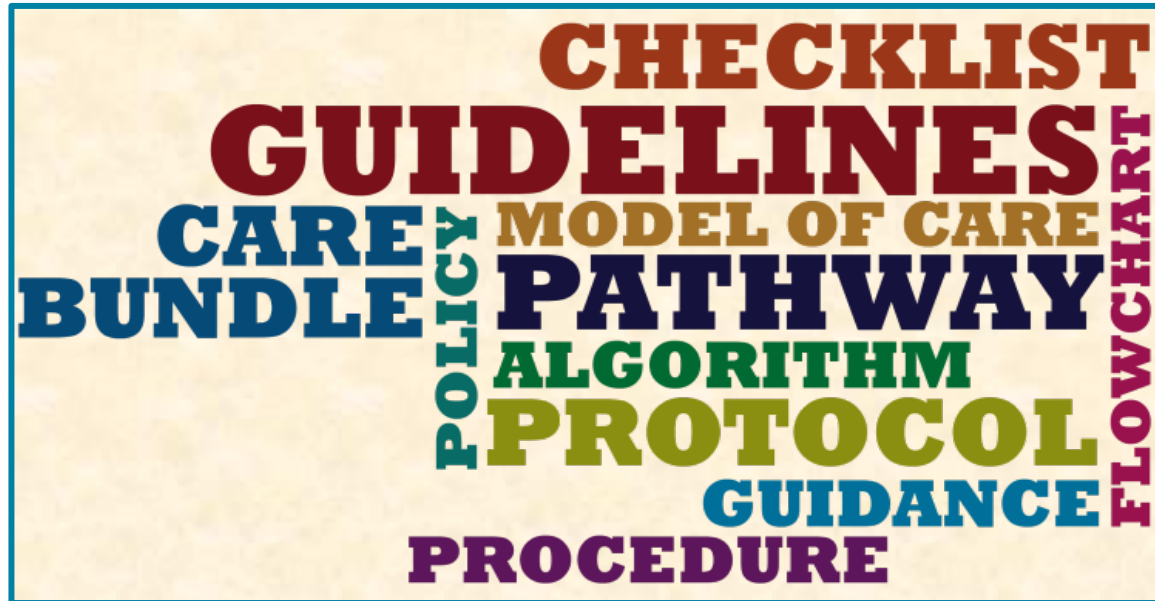
NB: The HSE PPPG Framework applies to all HSE staff and HSE funded services and covers clinical and non-clinical PPPGs.

There are six sections within the framework:

	Section 1:	Definitions
	Section 2:	Stages in the PPPG Development Cycle
	Section 3:	Revised HSE National Template for Developing PPPGs (2016)
	Section 4:	PPPG Checklist for developing clinical and Non-Clinical PPPGs
	Section 5:	Proposed HSE National Central Repository for HSE National approved PPPGs
	Section 6:	Implementation of the Framework

Section 1- Definitions

Section1: Definitions of a Policy, Procedure, Protocol and Guideline and when to use them



What is a Policy?

A policy is a written statement that clearly indicates the position and values of the organisation on a given subject.(HIQA, 2008).

It is a written operational statement of intent and explains the organisations stand on a subject and why there is a rule about it.

What is a Procedure?

A procedure is a written set of instructions that describe the approved and recommended steps of a particular act **or** sequence of events (HIQA, 2008).

Procedures supplement policies with specifics and completes the information users need.



What is a Protocol?

A protocol is a written plan that specifies procedures to be followed in defined situations:

A protocol represents a standard of care that describes an intervention or set of interventions.

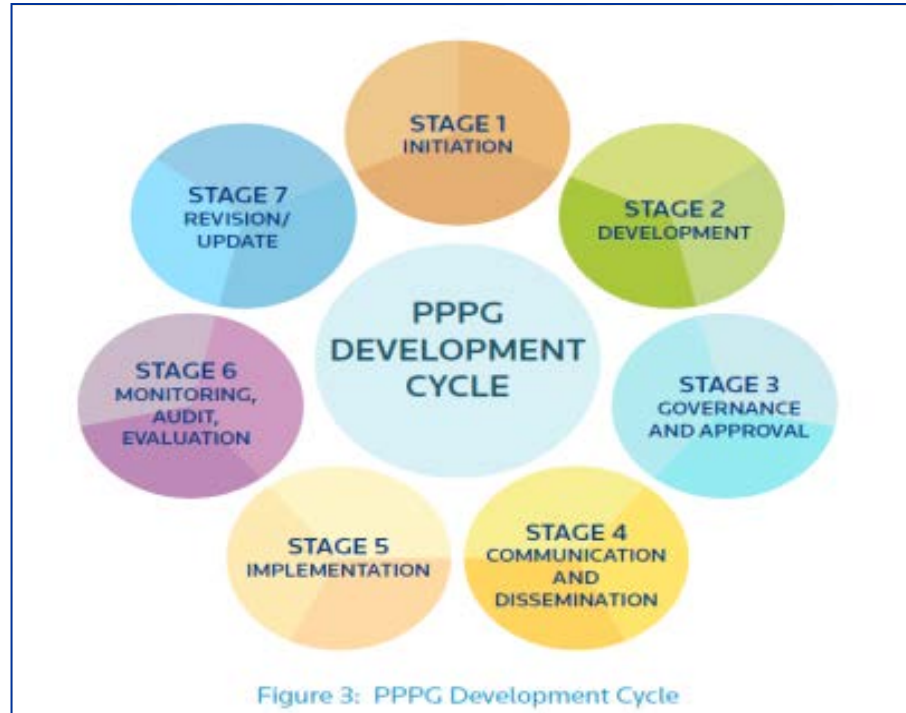
Protocols are more explicit and specific in their detail than guidelines; in that they specify who does **'what'**, **'when'** and **'how'** (HSE, 2012).



What is a Guideline?

- A guideline is defined as a principle or criterion that guides or directs action. Guideline development emphasises using clear evidence from the existing literature, rather than expert opinion alone (HSE, 2011).

Section 2 - Stages in the PPPG Development Cycle



Section 2 - Stages in the PPPG Development Cycle

- **Stage 1 – Initiation**
12 standards

- **Stage 2 – Development**
10 standards

+3 standards for more complex PPPGs

These standards describe the methodology by which the PPPG was developed and is based on the principles of EBP: It involves the integration of the best research evidence with clinical professional expertise and patient values and cost.

- **Stage 3 – Governance**
3 standards Refers to the process of acceptance, agreement and assessing quality standard of PPPGs
- **Stage 4 – Communication/Dissemination** 3 standards Refers to the communication and dissemination of the approved PPPG to ensure that everyone who should be using it knows it has been developed and is able to locate it easily.

- **Stage 5 – Implementation**
4 standards

Refers to the process of putting the new PPPG into practice.

- **Stage 6 – Monitoring audit and evaluation (3 standards)**

Monitoring is a systematic process of gathering information and tracking over time. **Audit** is a formal review that usually includes planning, identifying risk areas.

Evaluation is a formal process to determine the extent to which the planned or desired outcomes of an intervention are achieved.

- **Stage 7 – Revision/Update**
2 standards

Refers to the process of revising or updating the original PPPG as new evidence emerges



Stage 1. Initiation

Refers to the beginning or first step in developing a PPPG

Standards required for Initiation

- The decision making approach relating to type of PPPG guidance required, coverage of the PPPG (national, regional, local) and applicable settings are described.
- Synergies are maximised across departments/organisations (Hospitals/Hospital Groups/Community Healthcare Organisations (CHO)/National Ambulance Service (NAS) to avoid duplication and to optimise value for money and use of staff time and expertise.
- The scope of the PPPG is clearly described, specifying what is included and what lies outside the scope of the PPPG.
- The target users and the population/patient group to whom the PPPG is meant to apply are specifically described
- The views and preferences of the target population have been sought and taken into consideration (as required).



Contd. Stage 1. Initiation

Standards required for Initiation

- The overall objective(s) of the PPPGs are specifically described.
- The potential for improved health is described (e.g. clinical effectiveness, patient safety, quality improvement, health outcomes, quality of life, quality of care).
- Stakeholder identification and involvement: The PPPG Development Group includes individuals from all relevant stakeholders, staff and professional groups.
- Conflict of interest statements from all members of the PPPG Development Group are documented, with a description of mitigating actions if relevant.
- The PPPG is informed by the identified needs and priorities of service users and stakeholders.
- There is service user/lay representation on the PPPG Development Group (as required).
- Information and support is available for staff on the development of evidence-based clinical practice guidance.

Stage 1: Key points

- Mandatewho commissioned or decides that this PPPG is necessary?
- To avoid duplication decide should the PPPG be National Regional or in exceptional circumstances Local
- Establish a PPPG Development Group with key stakeholders and include patient representatives/service users as appropriate.
Complete Conflict of Interest Declaration Form
- Be clear of your scope, out of scope, target users, population to whom it serves, objective(s) and desired outcome(s) when you are developing your PPPG
- Don't forget to use the PPPG checklist to ensure you are meeting the standards as you go along

Stage 2. Development

Describes the methodology by which the PPPG is developed. It involves the integration of the best research evidence with clinical/professional expertise, patient/client values and cost

Standards required for Development

- The clinical question(s) covered by the PPPG are specifically described.
- Systematic methods used to search for evidence are documented (for PPPGs which are adapted/adopted from international guidance, their methodology is appraised and documented).
- Critical appraisal/analysis of evidence using validated tools is documented (the strengths, limitations and methodological quality of the body of evidence are clearly described).
- The health benefits, side effects and risks have been considered and documented in formulating the PPPG.
- There is an explicit link between the PPPG guidance and the supporting evidence.

Contd. Stage 2 Development

Standards required for Development

- The PPPG guidance/recommendations are specific and unambiguous.
- The potential resource implications of developing and implementing the guidance are identified (e.g.) equipment, education/training, staff time and research.
- There is collaboration and education and training across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.
- Budget impact is documented, (resource required, if applicable).
- Education and training is provided for staff on the development and implementation of evidence-based clinical practice guidance (as appropriate).

Three additional standards are required for a small number of more complex PPPGs

- **Cost effectiveness analysis is documented.**
- **A systematic literature review has been undertaken.**
- **Health Technology Assessment (HTA) has been undertaken.**

Stage 2: Key points

Remember the 5 A's

- **Ask** -----Ask your clinical questions
- **Acquire** ----- Acquire the evidence
- **Appraise**-----Appraise the evidence
- **Apply**-----Apply the evidence in practice
- **Audit**----- Audit and Evaluate and reflect your practice

Stage 3. Governance and Approval

Refers to the process of acceptance, agreement and assessing quality standard of PPPGs

Standards required for Governance and Approval

- Formal governance arrangements for PPPGs at local, regional and national level are established and documented.
- The PPPG has been reviewed by independent experts prior to publication (as required).
- Copyright and permissions are sought and documented.

Stage 3: Key points

- When the PPPG is ready for approval be sure you have the following key documentation ready to bring with you to be discussed with the person(s) signing off/or approving the PPPG:
 - Draft PPPG
 - Signed PPPG Checklist (usually signed by Chairperson of PPPG Development Group)
 - Signed Conflict of Interest Declaration Forms
 - Members of the PPPG Development Group (signed copy)
 - List of attendees of each PPPG meeting
 - Copyright and permissions sought if appropriate
 - Feedback from independent experts as appropriate
 - Members of the Approval Governance Group if appropriate (signed copy)
 - Other documentation as appropriate to the specific PPPG being developed e.g. list of clinical questions, literature searchers and appraisal sheets etc.
- A signed and dated master copy should be retained in an agreed central location

Stage 4. Communication and Dissemination

Refers to the active spread of new practices to the target audience using planned strategies
(Nilsen, 2015)

Standards required for Communication and Dissemination

- A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages.
- Plan and procedure for dissemination of the PPPG is described.
- The PPPG is easily accessible by all users (e.g. PPPG repository).

Stage 4: Key Points

Develop a plan for the PPPG on how you are going to:

- Disseminate
- Communicate
- Have the PPPG easily accessible to all relevant staff, stakeholders and service users as appropriate.

Stage 5. Implementation

Refers to the process of putting to use or integrating new practices within a setting (Nilsen, 2015)

Standards required for Implementation

- Written implementation plan is provided, with timelines, identification of responsible persons/units and integration into service planning process.
- Barriers and facilitators for implementation are identified, and aligned with implementation levers.
- Education and training is provided for staff on the development and implementation of evidence-based PPPGs (as required).
- There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.



Stage 5: Key Points

- Develop a plan describing how you are going to implement the PPPG you have developed and include barriers and facilitators
- Include in your service plan the budgetary requirements to implement the PPPG; e.g. piece of equipment, education & training, WTEs required etc., as appropriate
- It is necessary to outline specific actions, roles, timeframe and resources required.

Stage 6. Monitoring, Audit and Evaluation

The definition of Monitoring, Audit and Evaluation is described in Part 3

Standards required to Monitoring, Audit and Evaluation

- Process for monitoring and continuous improvement is documented.
- Audit criteria and audit process/plan are specified.
- Process for evaluation of implementation and effectiveness is specified.

Stage 6: Key points

- Decide how you are going to:
 - Monitor
 - Audit
 - Evaluate the PPPG as appropriate
- Link with the experts within your area e.g. quality and clinical audit department etc., for their expertise, advice and support

Stage 7. Revision/Update

Refers to the process to ensure that the learning from the PPPG development and implementation process is used to amend and update or revise the original PPPG as new evidence emerges

Standards required for Revision/Update

- Documented process for revisions/updating and review, including timeframe is provided.
- Documented process for version control is provided.

Stage 7: Key points

Update or revise the PPPG every 3 years unless the need to revise the PPPG is identified by:

- Audit findings
- Evaluation
- Serious Incident
- Organisational Structural change
- Scope of Practice change
- Advances in Technology
- Significant changes in evidence or legislation/regulation etc.,

Section 3 – Template for developing PPPGs (2016)

Section 3 provides you with information on the new HSE National Template for developing PPPGs (2016) (pages 33-43).

This template replaces the HSE procedure for developing PPPGs document reference no. OQRO29 Revision no.3 revised March 2012. The new template is developed in two parts: **Part A** and **Part B**.

Part A: Outlines the step by step process to follow, it can be an algorithm, process flow chart, or Standard Operating Procedure (SOP) etc. **Part B** should be completed first to develop the PPPG and the core PPPG steps or recommendations that have been developed in **2.7** are inserted in **Part A**.


Part B: Outlines the stages in the PPPG development Cycle. Part B is completed first, as each stage in the PPPG development cycle is addressed.

You can access a copy (in word) of the HSE National PPPG Template through the following link:
www.qualityimprovement.ie



Section 3 – Template for developing PPPGs (2016)

Insert Logo as appropriate



HSE National Template for developing PPPGs (2016)
 INSERT TITLE OF DOCUMENT:

Is this document a:

Policy Procedure Protocol Guideline

Insert Service Name(s), Directorate and applicable Location(s):

Title of PPPG Development Group:

Approved by:

Reference Number:

Version Number:

Publication Date:

Date for revision:

Electronic Location:

Version	Date Approved	List section numbers changed	Author

Part A-Outline PPPG steps

Part B - PPPG Development Cycle

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5.0 Implementation

6.0 Monitoring, Audit & Evaluation


7.0 Revision/Update

8.0 References

9.0 Appendices

Section 3 – Template for developing PPPGs (2016)

Insert Logo as appropriate



HSE National Template for developing PPPGs (2016)
INSERT TITLE OF DOCUMENT:

Is this document a:
 Policy Procedure Protocol Guideline

Insert Service Name(s), Directorate and applicable Location(s):

Title of PPPG Development Group:			
Approved by:			
Reference Number:			
Version Number:			
Publication Date:			
Date for revision:			
Electronic Location:			
Version	Date Approved	List section numbers changed	Author

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PPPG Template

HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs) QPSD-D-015-1

PART B: PPPG Development Cycle

1.0 INITIATION

- 1.1 Purpose**
This describes the overall purpose of the PPPG.
- 1.2 Scope**
The scope of this PPPG identifies what will (and will not) be covered by the PPPG.
 - 1.2.1 Target users; identify who the intended audience is and how they may use the PPPG.
 - 1.2.2 Population to whom it applies; identify who will (and will not) be covered by the PPPG, age range, sex, (clinical) description, comorbidity (if applicable).
- 1.3 Objective(s)**
The objective(s) of the PPPG deals with the potential impact of the PPPG on society and populations of patients or individuals. The specific objective(s) of the PPPG should be described in detail.
- 1.4 Outcome(s)**
The outcome(s) of the PPPG deals with the end result or the consequence of the PPPG. The expected benefits from the PPPG should be specific to a problem or topic.
- 1.5 PPPG Development Group**
See Appendix II for Membership of the PPPG Development Group Template.
See Appendix III for PPPG Conflict of Interest Declaration Form Template.
- 1.6 PPPG Governance Group**
 - 1.6.1 See Appendix IV for Membership of the Approval Governance Group.
- 1.7 Supporting Evidence**
 - 1.7.1 List relevant legislation/PPPGs.
 - 1.7.2 List PPPGs that are being replaced by this PPPG.
 - 1.7.3 List related PPPGs.
- 1.8 Glossary of Terms** (attach Appendix as appropriate).

2.0 DEVELOPMENT OF PPPG

- 2.1 List the questions (clinical/non-clinical)**
Identify areas of new and emerging evidence or areas where there is variation in practice, which will form the basis of the PPPG and the type of evidence being gathered. In order to identify the evidence required to address the PPPG topic it is essential to define one or more key questions. Where applicable, clinical questions should be broken down into PICO(T) format (Population, Intervention, Comparison, Outcome, Time). The clinical questions should be clear, unambiguous, focused and concise (NCEC, 2013).
- 2.2 Describe the literature search strategy** (attach Appendix as appropriate)
Based on the key question(s) defined, a literature search strategy should be developed. The literature search strategy should be documented explicitly in order that it can be replicated. The following should be included: Databases searched, search terms, search limits, inclusion and exclusion criteria. If undertaking searches, utilise a librarian or other information specialist who has expertise and experience in this area (NCEC, 2013).

Section 3. Revised HSE National Template for developing PPPGs (2016)

HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs) QPSD-D-015-1

- 2.3 Describe the method of appraising evidence** (attach Appendix as appropriate)
Critically appraise the quality, validity and relevance of all evidence gathered as part of your search. As a first step, studies can be categorised according to the 'hierarchy of evidence' (e.g. meta-analyses and systematic reviews are a higher level of evidence than randomised controlled trials, which are a higher level of evidence than cohort or case-control studies (NCEC, 2013).

There are various critical appraisal tools available (e.g.):
SIGN: <http://www.sign.ac.uk/methodology/checklists.html>
AGREE II appraisal tool: http://www.agreestrust.org/wp-content/uploads/2013/10/AGREE-II-Users-Manual-and-23-item-Instrument_2009_UPDATE_2013.pdf

These tools can be used to appraise the strengths and weaknesses of the research. There are three main points to consider when appraising all research evidence:

- Are the results valid?
 - What are the results?
 - Are the results applicable/generalisable to the population of the PPPG?
- 2.4 Describe the process the PPPG Development Group used to formulate recommendations**
Recommendations may be formulated through a formal structured process whereby the following may be considered and documented:
 - What evidence is available to answer the clinical questions?
 - What is the quality of the evidence?
 - Is the evidence applicable to the Irish population and healthcare setting?
 - What is the potential benefit verses harm to the population/patient?
 - 2.5 Provide a summary of the evidence from the literature**
Outline a summary of the supporting evidence from the literature for the PPPG.
 - 2.6 Detail resources necessary to implement the PPPG recommendations**
Are there resource implications? Outline same.
 - 2.7 Outline of PPPG Steps/Recommendations**
Insert the PPPG process/steps in Part A (as appropriate).

3.0 GOVERNANCE AND APPROVAL



- 3.1 Outline Formal Governance Arrangements**
 - 3.1.1 Refer to Appendix IV for Membership of the Approval Governance Group.
- 3.2 List method for assessing the PPPG in meeting the Standards outlined in the HSE National Framework for developing PPPGs.**
- 3.3 Attach any copyright/permission sought** (attach Appendix as appropriate).
- 3.4 Insert approved PPPG Checklist** (refer to section 4 of the HSE National Framework for developing PPPGs).

4.0 COMMUNICATION AND DISSEMINATION

- 4.1 Describe communication and dissemination plans** (attach Appendix as appropriate).

Section 3. Revised HSE National Template for developing PPPGs (2016)

Example of an approved HSE National Policy using Part A and Part B of the Template

 Office of the Nursing Services Director		 Feidhmeannacht na Seirbhíse Sláinte Health Service Executive	
National Policy for Pronouncement of Expected Death by Registered Nurses (2017) Is this document a:			
Policy <input checked="" type="checkbox"/>		Procedure <input type="checkbox"/>	
		Protocol <input type="checkbox"/>	
		Guideline <input type="checkbox"/>	
<i>Office of Nursing and Midwifery Services Director, Clinical Strategy Programme Division</i>			
Title of PPPG Development Group:		National Policy for Pronouncement of Expected Death by Registered Nurses Working Group [For use in HSE residential, HSE long-stay and HSE specialist palliative care services only]	
Approved by:		Clinical Strategy & Programmes Division Senior Management Team	
Reference Number:		CSPD014/2017	
Version Number:		1	
Publication Date:		2017	
Date for revision:		2020	
Electronic Location:		http://www.hse.ie/eng/about/Who/ONMSD/Practicedevelopment/PEDRN/PEDRN.pdf	
Version	Date Approved	List section numbers changed	Author

This is a controlled document: While this document may be printed the electronic version posted on the website is the controlled copy and can only be guaranteed for 24 hours after downloading.

National Policy for Pronouncement of Expected Death by Registered Nurses (2017) is an example of an approved National PPPG using Part A and Part B of the Template.

Section 4 – PPPG Checklist for Clinical PPPGs

- This section provides you with two checklists clinical and non-clinical. It is a quality assurance method for assessing you have met the NCEC standards when developing your PPPG. One checklist applies to the development of clinical and the other applies to the development of non-clinical PPPGs. From 2017 the PPPG checklist must be used by all HSE staff when developing and approving PPPGs.
- When you are developing the PPPG review and sign the PPPG checklist to ensure you have met the NCEC standards outlined in section 2 of the framework.
- The signed PPPG checklist must accompany the final document in order for the PPPG to be approved.
- When the PPPG is approved by the commissioner/sponsor/appropriate governance structure, the final version can be converted to a PDF document to ensure the integrity of the PPPG.
- A signed and dated master copy including the appendices and checklist can be retained in an agreed central location where it will be document controlled prior to dissemination.
- You can access a copy (in word) of the PPPG Checklist both clinical and non-clinical through the following link: www.qualityimprovement.ie



Section 4 – PPPG Checklist for Clinical PPPGs

Stage 2 Development	Checklist
The clinical question(s) covered by the PPPG are specifically described.	<input type="checkbox"/>
Systematic methods used to search for evidence are documented (for PPPGs which are adapted/adopted from international guidance, their methodology is appraised and documented).	<input type="checkbox"/>
Critical appraisal/analysis of evidence using validated tools is documented (the strengths, limitations and methodological quality of the body of evidence are clearly described).	<input type="checkbox"/>
The health benefits, side effects and risks have been considered and documented in formulating the PPPG.	<input type="checkbox"/>
There is an explicit link between the PPPG and the supporting evidence.	<input type="checkbox"/>
PPPG guidance/recommendations are specific and unambiguous.	<input type="checkbox"/>
The potential resource implications of developing and implementing the PPPG are identified e.g. equipment, education/training, staff time and research.	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>
Budget impact is documented (resources required).	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based clinical practice guidance (as appropriate).	<input type="checkbox"/>
Three additional standards are applicable for a small number of more complex PPPGs: Cost effectiveness analysis is documented. A systematic literature review has been undertaken. Health Technology Assessment (HTA) has been undertaken.	<input type="checkbox"/>

Stage 3 Governance and Approval	Checklist
Formal governance arrangements for PPPGs at local, regional and national level are established and documented.	<input type="checkbox"/>
The PPPG has been reviewed by independent experts prior to publication (as required).	<input type="checkbox"/>
Copyright and permissions are sought and documented.	<input type="checkbox"/>

Stage 4 Communication and Dissemination	Checklist
A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages.	<input type="checkbox"/>
Plan and procedure for dissemination of the PPPG is described.	<input type="checkbox"/>
The PPPG is easily accessible by all users e.g. PPPG repository.	<input type="checkbox"/>

Stage 5 Implementation	Checklist
Written implementation plan is provided with timelines, identification of responsible persons/units and integration into service planning process.	<input type="checkbox"/>
Barriers and facilitators for implementation are identified, and aligned with implementation levers.	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based PPPG (as required).	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>

Stage 6 Monitoring, Audit, Evaluation	Checklist
Process for monitoring and continuous improvement is documented.	<input type="checkbox"/>
Audit criteria and audit process/plan are specified.	<input type="checkbox"/>
Process for evaluation of implementation and (clinical) effectiveness is specified.	<input type="checkbox"/>

Stage 7 Revision/Update	Checklist
Documented process for revisions/updates and review, including timeframe is provided.	<input type="checkbox"/>
Documented process for version control is provided.	<input type="checkbox"/>

I confirm that the above Standards have been met in developing the following PPPG:

Name of PPPG: _____

Name of person signing off on the PPPG Checklist: _____

Title of person signing off on the PPPG Checklist: _____

Signature of person signing off on the PPPG Checklist: _____

Date: _____

This signed PPPG Checklist must accompany the final PPPG document in order for the PPPG to be approved.

Section 4 – PPPG Checklist for Non-Clinical PPPGs

Stage 2 Development	Checklist
The clinical question(s) covered by the PPPG are specifically described.	<input type="checkbox"/>
Systematic methods used to search for evidence are documented (for PPPGs which are adapted/ adopted from international guidance, their methodology is appraised and documented).	<input type="checkbox"/>
Critical appraisal/analysis of evidence using validated tools is documented (the strengths, limitations and methodological quality of the body of evidence are clearly described).	<input type="checkbox"/>
The health benefits, side effects and risks have been considered and documented in formulating the PPPG.	<input type="checkbox"/>
There is an explicit link between the PPPG and the supporting evidence.	<input type="checkbox"/>
PPPG guidance/recommendations are specific and unambiguous.	<input type="checkbox"/>
The potential resource implications of developing and implementing the PPPG are identified e.g. equipment, education/training, staff time and research.	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>
Budget impact is documented (resources required).	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based clinical practice guidance (as appropriate).	<input type="checkbox"/>
Three additional standards are applicable for a small number of more complex PPPGs: Cost effectiveness analysis is documented. A systematic literature review has been undertaken. Health Technology Assessment (HTA) has been undertaken.	<input type="checkbox"/>

Stage 3 Governance and Approval	Checklist
Formal governance arrangements for PPPGs at local, regional and national level are established and documented.	<input type="checkbox"/>
The PPPG has been reviewed by independent experts prior to publication (as required).	<input type="checkbox"/>
Copyright and permissions are sought and documented.	<input type="checkbox"/>

Stage 4 Communication and Dissemination	Checklist
A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages.	<input type="checkbox"/>
Plan and procedure for dissemination of the PPPG is described.	<input type="checkbox"/>
The PPPG is easily accessible by all users e.g. PPPG repository.	<input type="checkbox"/>

Stage 5 Implementation	Checklist
Written implementation plan is provided with timelines, identification of responsible persons/units and integration into service planning process.	<input type="checkbox"/>
Barriers and facilitators for implementation are identified, and aligned with implementation levers.	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based PPPG (as required).	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>

Stage 6 Monitoring, Audit, Evaluation	Checklist
Process for monitoring and continuous improvement is documented.	<input type="checkbox"/>
Audit criteria and audit process/plan are specified.	<input type="checkbox"/>
Process for evaluation of implementation and (clinical) effectiveness is specified.	<input type="checkbox"/>

Stage 7 Revision/Update	Checklist
Documented process for revisions/updating and review, including timeframe is provided.	<input type="checkbox"/>
Documented process for version control is provided.	<input type="checkbox"/>

I confirm that the above Standards have been met in developing the following PPPG:

Name of PPPG: _____

Name of person signing off on the PPPG Checklist: _____

Title of person signing off on the PPPG Checklist: _____

Signature of person signing off on the PPPG Checklist: _____

Date: _____

This signed PPPG Checklist must accompany the final PPPG document in order for the PPPG to be approved.



Section 5

HSE National Central Repository (NCR)

Function

- The main function for NCR is to be a national central location for all approved HSE national PPPGs (including clinical and non-clinical).
- Act as a contact focal point for HSE national PPPGs

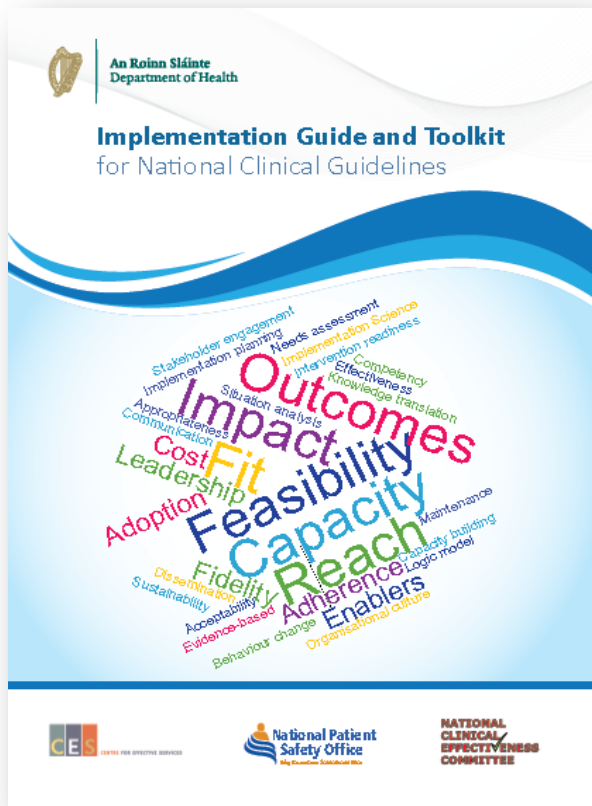
Transition period

- A 3 year transition period will be required to update all existing approved HSE national PPPGs
- The updated HSE national PPPGs will be migrated onto the new proposed system once they have met the required standards
- **Phase I of the PPPG Project** is completed this included the development of the PPPG Framework and a number of key supporting training resources and tools, website and information sessions to support implementation etc
- **Phase II** is the next stage of the project and requires the nomination of a National Director on behalf of the HSE Leadership Team to lead its implementation as this involves:

Establishment of a National HSE PPPG Governance Group to act as a centralised resource to provide clear governance to standardise the process for the development and the process of approval of all HSE national PPPGs and to oversee the establishment of a HSE National Central Repository (NCR) where they can be accessed.

(1st PPPG Governance Group meeting was held on 1st July 2019 and the process for establishing NCR is under way).

DoH Implementation Guide and Tool Kit for National Clinical Guidelines (2018)



This guide and tool kit was developed by the DoH in 2018 to support staff involved in the development and implementation of National Clinical Guidelines including policies, procedures, protocols, guidelines and audit recommendations.

This guide provides the theory, steps and tools for each stage of implementation.

Useful templates and worked examples are included in this guide.

<https://health.gov.ie/national-patient-safety-office/ncec/>



DoH Implementation Plan Template (2018)

Title of National PPPG:		
Reference Number:	Publication Date:	Date for Revision:
Implementation Plan for: (Insert name of Region/Service)		

PPPG recommendation or number(s)	Implementation barriers / enablers	Action / intervention / task to implement recommendation	Lead responsibility for delivery of the action	Timeframe for completion			Expected outcome and verification
				Year 1	Year 2	Year 3	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Implementation of overall PPPG

While the implementation plan is specific to the individual recommendations in the PPPG, some actions will assist with PPPG implementation as a whole. These include establishing an implementation team; developing a dissemination and communication plan and developing specific implementation tools and resources. In the boxes below, please give a high-level description of how these actions will be incorporated into the implementation of your PPPG:

Implementation team: Describe the structure and governance of your implementation team, list your implementation team members and specify meeting frequency. Outline planned training and capacity building for team members.

Dissemination and communication plan: Describe your communications strategy and dissemination plan for distributing, sharing, promoting and applying guideline recommendations e.g. publications/articles, presentations, awareness-raising activities, media, knowledge transfer, collaboration and networking.

Implementation tools: List the supporting tools and resources developed to support this PPPG and where these tools can be accessed, e.g. materials on website, patient information leaflets, training linked to CPD, e-learning, podcasts, study days, research, checklists, audit tools, seminars, conference, patient pathways, toolkits, algorithms, teaching aids, presentations.

[Link to PPPG website www.qualityimprovement.ie](http://www.qualityimprovement.ie)

The screenshot displays a Microsoft PowerPoint slide titled "Slide 11 of 13". The main content is a browser window showing the HSE website page for the National Framework for Developing Policies, Procedures, Protocols and Guidance (PPPG). The browser window includes a navigation menu with links to "About us", "Framework for Improving Quality", "Improvement Knowledge and Skills Guide", "National Safety Programmes", "Other Quality Improvement Programmes", and "Resources and Publications". The page content features a breadcrumb trail: "Quality Improvement Division > Use of Improvement Methods > National Framework for Developing Policies Procedures Protocols and Guidance". A left-hand navigation menu lists various topics, with "National Framework for Developing Policies Procedures Protocols and Guidance" highlighted in red. The main heading is "National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPG)". Below this, there is a "Share:" section with icons for email, Facebook, Twitter, and a generic share icon. A "Feedback" button is located on the right side. The main text area contains the following content:

USE OF IMPROVEMENT METHODS

Why do we need a National Framework?

The [HSE National Framework for developing Policies, Procedures, Protocols and Guidelines \(PPPGs\)](#) is essential to improve the quality of health care provided by the HSE and to enhance organisational effectiveness.

The HSE currently has many PPPGs in place and a consistent and clear approach is needed for the development, implementation and evaluation of PPPGs. In 2015, NCEC developed [Standards for Clinical Practice Guidance](#) (click) and in 2016; following an extensive literature review and survey the HSE National Framework for Developing PPPGs has been developed, aligning the NCEC standards with the stages in the PPPG development cycle.

There should be a consistent clear approach to the development, implementation and evaluation of PPPGs. The two key innovative areas of this new national PPPG framework are that:

- > PPPGs are evidence-based
- > Approved PPPGs meet the standards outlined in the HSE National Framework

The browser window also shows the HSE logo and the text "Office Theme" and "English (Ireland)". The Windows taskbar at the bottom displays the system tray with the date "15:21 24/01/2018" and the language "EN".



Resources Developed

- **PPPG Website** www.qualityimprovement.ie
- **PPPG Programme (Accredited Category 1 NMBI 4.5 CPD Credits)**
 - Part 1** – Overview of PPPG Framework for developing PPPGs
 - Part 2** – Finding and Appraising the Evidence
 - Part 3** – Monitor, Audit, Evaluate and Review
- **e-Learning Video** on HSELand

You can access the PPPG Video by logging into HSELand and type PPPG into search

The screenshot shows the HSELand dashboard interface. At the top, the browser address bar displays 'hseand.ie/dash/Dashboard'. The user is logged in as 'Jason'. The navigation menu includes 'Home', 'News', 'Resources', 'Course Catalogues', 'Certificates', and 'Help'. The main content area is divided into several sections:

- Courses:** A section titled 'Courses' with a circular image of a person wearing a headset. It lists 'Last active course' as 'Child Safety - Pre-Reading' (Date last accessed: 20/06/2018) and 'Last added to HSELand' as 'National Framework for developing P...' and '02 Breastfeeding Challenges'.
- Continue a course you have already started:** A green box with a 'Go' button and the text 'Find a course you need to start (Or re-start to gain a new certificate)'. Below this is a search bar containing the text 'PPPG' and a magnifying glass icon.
- News:** A red box containing three news items:
 - 02-AUGUST-2018: Updated Hand Hygiene eLearning Modules Now Available (Read More)
 - 05-JULY-2018: Entering Incident Reviews in NIMS eLearning Programme Available on HSELand (Read More)
 - 06-JUNE-2018: New Recruitment Interviewer Skills Online Training (Read More)A 'News Archive' button is located at the bottom right of the news section.
- Navigation Buttons:** Three large buttons at the bottom: 'Hubs >' (purple), 'Portfolio >' (red), and 'Help >' (teal).

Resources available on PPPG website

www.qualityimprovement.ie

- NCEC Standards for Clinical Practice Guidance (2015)
- HSE National Template for developing PPPGs (2016)
- HSE Checklist for developing Clinical PPPGs (word version)
- HSE Checklist for developing Non-Clinical PPPGs (word version)
- Membership of the PPPG Development Group Template (word version)
- Membership of the Approval Governance Group Team (word version)
- Conflict of Interest Declaration Form Template (word version)
- PPPG Peer Review Feedback Template (word)

Useful Websites

Health Improvement Scotland: Methodology toolkit

http://www.healthcareimprovementscotland.org/about_us/what_we_do/knowledge_management/knowledge_management_resources/methodology_toolkit.aspx

Australian Commission on Safety and Quality in HealthCare: Clinical care standards <http://www.safetyandquality.gov.au/our-work/clinical-care-standards/>

Health Improvement Scotland: Evidence for healthcare improvement: evidence, advice, guidance and standards
<http://www.healthcareimprovementscotland.org/evidence.aspx>

National Institute for Health and Care Excellence (NICE), UK:

NICE pathways: <http://pathways.nice.org.uk/>

NICE guidance <https://www.nice.org.uk/guidanceee>

NICE standards and indicators <https://www.nice.org.uk/standards-and-indicators>

Department of Health: Implementation Guide and Toolkit for National Clinical Guidelines <https://health.gov.ie/national-patient-safety-office/ncec/>

Department of Health

<http://health.gov.ie/national-patient-safety-office/ncec//>





Champion
Partner
Enable
Demonstrate



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