

# Nice Guidance Process

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There is a 3-step process for ensuring ELFT services remain up to date and compliant with published NICE Guidance. The process is centrally facilitated by the Quality Assurance Team.

## 1. Triage and Allocation

NICE Guidance is extracted on the 1<sup>st</sup> of every month by the QA Team. The list of guidance is put on the NICE Guidance Tracker. A notification email is sent out to: the Medical Director for Bedfordshire and Luton Mental Health to triage and allocate mental health guidance; the Medical Director for Community Health Services to triage and allocate physical health guidance; the Medical Director for Primary care services; and the Chief Pharmacist to triage and allocate guidance related to medications. The triage process identifies guidance relevant to the trust.

Relevant guidance that is considered practice across the trust by the Medical Directors and Chief Pharmacist will be sent out for information to relevant NICE Leads across the trust.

In some cases, relevant NICE guidance will require a further review to identify gaps in current practice and support planning to meet the recommendations. Relevant persons in the trust are identified to carry out this review, referred to as a Baseline Assessment.

## 2. Review

The NICE Guidance and respective baseline assessment is sent to the allocated person to review. Baseline Assessments are given up to 4 months to be completed. Following completion the process varies slightly between Mental Health, Physical Health and Primary Care:

- **For Mental Health services** the baseline assessment is shared with all Mental Health Directorate clinical leads for specific tailoring, and approval.
- **For Physical Health services** the baseline assessment is feedback to the Quality Assurance Group in Community Health Services.
- **For Primary Care Services** the baseline assessment is shared in the Directorate Quality Assurance Group.

Where guidance is considered 'high impact', leads are encouraged to form task and finish groups to support the undertaking of the review.

## 3. Reporting Gaps

If gaps are identified from baseline assessments they are reported to local Quality Assurance Groups as well as to the Trust Quality Committee, along with plans for meeting requirements.

### Quality Committee Report

A monthly summary report on NICE guidance is produced by the QA team for the Quality Committee. The report covers: Relevant guidance published for the month (one month in arrears); Guidance that is currently under review; Outstanding baseline assessments.