**PROCESS STAGE ONE: DECIDING WHETHER NICE GUIDANCE IS RELEVANT**

**TIMESCALE: 4 weeks to establish what guidance and which parts of guidance is relevant and require a baseline assessment.**

Receive monthly NICE guidance email update from CWPT

Update is emailed to NICE Implementation Group Members

**PROCESS STAGE 2: COMPLETION OF BASELINE ASSESSMENT OF NICE GUIDANCE**

Relevant guidance to be reviewed recorded on Master Spreadsheet

Members’ advice is collated and decisions on which guidance is relevant and who will lead on Baseline Assessment(s) are communicated to all members

Members review and email their advice on whether any guidance is relevant to their service area and, if it is, nominate person to lead on baseline assessment.

**TIMESCALE: 8 weeks from decision that guidance is relevant**

This includes identifying actions needed to implement unmet recommendations, with deadline and name of person leading on each action. (The lead may also propose **not** taking action to meet a recommendation in view of assessment of risk level and costs of implementing actions.)

Nominated lead completes the baseline assessment spreadsheet for the NICE Guidance, involving others as needed to contribute.

Completed Baseline Assessment is circulated by lead to members of the NICE Implementation Group for information/comment, and lead prepares final assessment.

Final Baseline Assessment is submitted by lead to Project Support Officer. Spreadsheet is saved in SharePoint site and lead alerts all relevant staff/interested parties to the document with document SharePoint link.

NICE Guidance master spreadsheet is also updated to record that the Baseline Assessment for this particular National Guidance has been assessed.

**PROCESS STAGE 3: MONITORING IMPLEMENTATION OF ACTIONS TO MEET UNMET RECOMMENDATIONS**

**TIMESCALE: Ongoing, working on a quarterly cycle.**

The nominated lead for each action needed to implement a recommendation is responsible for completing the action by the agreed deadline. If there is a problem with meeting the deadline they should explain and request a deadline extension before the deadline date.

Nominated lead advises when action(s) they are responsible for have been completed and whether we now meet the NICE Guidance recommendation.

Project Support Officer updates master spreadsheet.

The completion of actions, number of recommendations met and percentage of recommendations met for the Guidance is updated on the Master Spreadsheet.

NICE Guidance Implementation Group review progress with implementation of all NICE Guidance and consider what should be included in the quarterly quality report brief.

.**Note on finding NICE Guidance**

We will be alerting the NICE Implementation Group to new NICE Guidance. Should you wish to explore yourself, **All** NICE Guidance can be found on their website at <https://www.nice.org.uk/guidance>

Social Care Guidelines is one of the listed sub-categories of guidance, which you can access directly from <https://www.nice.org.uk/guidance/published?type=sc> You can also search for other different types of Guidance using the filter tools on left hand side of the web page “Filter by Type.”