



1. Decide what the guideline will address

The subject and extent of the scope of the guideline should be clearly stated. Clearly defining what the guideline will cover will help in finding the best evidence.



2. Allocate team members to collect and review the evidence

Decide who will be involved in collecting the evidence. Consider the sources of evidence; is there a published guideline available that can be adapted? What inclusion/exclusion criteria will be used for the search? Evidence should then be presented to the team.



3. Review and discuss the evidence

The team then reviews and assesses the evidence. RCVS Knowledge's EBVM Toolkit can help you appraise the evidence. All team members should confirm that they are able to implement each step, to ensure the guideline is realistic.



4. Create your draft

The recommendations should be specific and unambiguous. Consider potential barriers and suggest supportive tools for implementation.



5. Review the draft

The draft should be provided to the relevant team members who will use the guideline. They should be encouraged to provide feedback to identify any training needed to implement the guideline.



6. Implement the guideline

Once any feedback has been considered, the final version can be created and circulated among the entire practice team.



7. Reviewing the guideline

To ensure the guideline remains relevant, it is important to review it annually or when new evidence becomes available. You may choose to measure how your team are following the guidelines and what impact the guideline is having through clinical audit.