

# STANDARD OPERATING PROCEDURE

## Ratification of Clinical Guidelines in Maternity

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<b>RATIFIED BY : Women’s health and                  Paediatric Governance Group</b>	<b>DATE: reviewed 13/06/2023</b>
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<b>PURPOSE</b>
The purpose of this Standard Operating Procedure (SOP) is to ensure that all clinical staff are aware of the ratification process for when either a new clinical guideline is developed or when an existing guideline needs to be reviewed or amended.
<b>OBJECTIVE</b>
To be able to follow the process for ratification of clinical guidelines.
<b>SCOPE</b>
This guidance is relevant to following staff groups: <ul style="list-style-type: none"> <li>• All midwifery and maternity assistant staff who work in Maternity</li> <li>• All medical staff working within Obs and Gynae team – Consultants, Middle Grades and Juniors</li> <li>• All staff working to manage the patient pathway –Specialist Nurses, Consultants, Service Manager, Assistant Service Manager</li> <li>• Obs &amp; Gynae Consultant of the Week</li> </ul>
<b>COMPETENCIES</b>
All new guidelines and SOPs to be presented in the agreed Trust format which are available on the intranet.
<b>INDICATIONS</b>
Having clinical guidelines is an essential and important part of education and governance for every hospital department. They are beneficial in helping clinicians manage our patients care based on the best available clinical evidence (NICE 2023) and are a vital element of our learning, audit and improvement.
<b>PROCESS</b>
<b>See Flowchart at end of SOP</b>
<b>RESPONSIBILITES</b>
All clinical staff are responsible for complying with this policy.
<b>AUDIT</b>
The Women’s Health and Paediatrics Governance Team will ensure this process is followed and if necessary will audit to ensure the processes are adhered to.

## References

1. NICE (2023) ‘Benefits of implementing NICE guidance’ Available online at: <https://www.nice.org.uk/about/what-we-do/into-practice/benefits-of-implementing-nice-guidance>

## Flowchart for Guideline Ratification

