

STANDARD OPERATING PROCEDURE

Ratification of Clinical Guidelines in Maternity

PREPARED BY : Becky Green – Senior Midwife Helen Matthews – Governance Manager	DATE: 28/05/20
RATIFIED BY : Women’s health and Paediatric Governance Group	DATE: 01/06/2020
VERSION 1.0	REVIEW DATE: June 2023

CONTENTS	PAGE
Purpose	2
Scope	2
Competencies	2
Indications	2
Process/Procedure	3
Responsibilities	3
Audit	3

PURPOSE
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.
OBJECTIVE
To be able to follow the process for ratification of clinical guidelines.
SCOPE
This guidance is relevant to following staff groups: <ul style="list-style-type: none"> • All midwifery and maternity assistant staff who work in maternity • All medical staff working within Obs and Gynae team – Consultants, Middle Grades and Juniors • All staff working to manage the patient pathway –Specialist Nurses, Consultants, Service Manager, • Obs & Gynae Consultant of the week
COMPETENCIES
All new guidelines and SOPs to be presented in the agreed trust format which are available on the intranet.
INDICATIONS
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 2020) and are a vital element of our learning, audit and improvement.
PROCESS
See Flowchart at end of SOP
RESPONSIBILITES
All clinical staff are responsible for complying with this policy.
AUDIT
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 too.

References

1. NICE (2020) ‘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

