

## SPANZA Guideline and Statement Development Tool

*This tool is used to assist the development of guidelines or statements by SPANZA*

RESOURCE TITLE:

DOCUMENT DEVELOPMENT GROUP:

DATE:

TIME LINE:

CHAIR OF THE GROUP:

CO-BADGING ORGANISATIONS:

FEATURE	YES	NO	NOTES (optional)
<b>Essential</b>			
Alignment with SPANZA's vision and goals <a href="https://www.spanza.org.au/about/goals-of-spanza/">https://www.spanza.org.au/about/goals-of-spanza/</a>			Guidelines Committee to articulate reason for this resource
Potential benefit to the community			Guidelines Committee to articulate
Contribution to the practice of paediatric anaesthesia and pain medicine			Guidelines Committee to articulate
Are there other published guidelines or statements on this topic			If so, what does this guideline add and how would this guideline be different. Guidelines Committee to articulate.
<b>Only proceed if resource satisfies the above three essential criteria.</b>			
<b>Alignment with SPANZA'S Guideline and Statement Development Policy</b>			
<b>4.1.1 Needs statement</b>			
4.1.1.1 A need and clear purpose for the guideline or statement is established.			Is this topic related to clinical decision making? i. Area of Controversy ii. Area of Variation in Practice iii. Area Where there is Lack of Evidence iv. Area of New Evidence and Evolving Practice (not yet widely implemented)
<b>4.1.2 Specific aim</b>			
4.1.2.1 What is the aim of the guideline or statement			The (clinical) question to be addressed by the guideline is explicit and clear.
<b>4.1.3 Category</b>			

FEATURE	YES	NO	NOTES (optional)
4.1.3.1 What is the category of this guideline or statement and is it specified			i. Anaesthesia Management ii. Intra-operative Crisis Management iii. Post-operative Care and Management iv. Advice to wider community v. Other
<b>4.1.4 Scope</b>			
4.1.4.1 Target Audience			Describe the target audience and the likely end users of this statement or guideline
4.1.4.2 Stakeholders			Describe the patients or practitioners and other affected individuals covered by the guideline or statement and how to distribute the document to them
4.1.4.3 Context			Describe the context to which this guideline or statement applies. Define areas where the guideline might not apply.
<b>4.1.5 Development principles:</b>			
4.1.5.1 Outcomes.			Clearly define the outcomes addressed by the guideline or statement Establish and articulate the relevance of these outcomes to the end users.
4.1.5.2 Recommendations			Recommendations should address the defined outcomes  Recommendations should be clearly linked to the evidence that supports them The strength of each recommendation should be clearly graded (guide)
4.1.5.3 External Consultation and Independent Review			The views of consumers have been sought ("consumers" usually implies patients but in this context may imply anaesthetists).

FEATURE	YES	NO	NOTES (optional)
			Feedback on the guideline or statement has been widely sought.
4.1.5.4 Comprehensive and Comprehensible			The document should be structured and easy to follow
4.1.5.5 Consideration given to additional resources required (for example, specialised equipment).			
4.1.5.6 Risks and cost implications.			
<b>4.1.6 Development process:</b>			
4.1.6.1 Transparency			<p>The individuals contributing to the development of the guideline (Document Development Group) are described and are appropriate in relation to their expertise and experience.</p> <p>Systematic methods used in the development of the guideline are to be described.</p> <p>The process for arriving at consensus needs to be clearly outlined (<b>See flow chart</b>)</p>
4.1.6.2 Methods			<p>The criteria for selecting the evidence are to be described (“evidence” in this context may include appropriate expert opinion, evidence from the literature or accepted best clinical practice).</p> <p>The methods of formulating recommendations should be clearly described</p> <p>Recommendations should be clearly linked to the evidence that supports them</p> <p>The strength of each recommendation should be clearly graded (<b>INSERT LINK TO GUIDE HERE</b>)</p>
<b>4.1.7 Promulgation</b>			

FEATURE	YES	NO	NOTES (optional)
4.1.7.1 A procedure and timeline for review of the guideline are in place.			

FEATURE	YES	NO	NOTES (optional)
<b>Alignment with existing guidelines</b>			
Alignment with SPANZA's mission			
Alignment with other guidelines endorsed by SPANZA			
<b>Disclosure</b>			
Conflicts of interest			A declaration of interest and potential conflict of interest should be made.
Funding			A declaration of any sources of funding should be made Financial arrangements disclosed (for example, healthcare industry sponsorship)
<b>Currency</b>			
Date of publication or last update provided			
<b>Language and Format</b>			
Appealing and user-friendly			The language of the documents is consistent, clear and unambiguous. Guidelines should be brief and easily read and in point form where possible Use diagrams, tables and flow charts where possible Referencing should not be included in the body of the Guideline or Statement itself. An evidence table should be attached to the document Secretariat to assist in standardized format for guidelines and statements
Document Development group clearly identified			The Developer and date of publication should be clearly displayed
Legal disclaimer present and clear			
<b>Availability</b>			
Freely available in the public domain on a website that can be linked to from SPANZA website <a href="https://www.spanza.org.au/">https://www.spanza.org.au/</a>			

**Additional commentary (optional – for example, political considerations, associated risks and benefits):**

**CONCLUSION:**