Guideline development process

New guidelines proposed by:

- WGCS
- SAC
- Members

Review of existing guidelines:

- Full review of existing guidelines
- Annual review of existing guidelines (abridged review)

New lead author and coauthor appointed (full review only) (2-4 weeks)

1st draft of guideline sent to CE for initial review process

(Expected within 3 months)

For an abridged review, draft with minor changes sent to CE in 4 weeks

CE carry out preliminary review

- Review guideline
- Check copyright/permissions

(Note: this occurs in parallel with the next 2 stages)

Sent to WGCS for a 1st past review (one member of the WGCS volunteers to do the 1st past review in detail so the members of the WGCS can focus on those details in the next review. For datasets and tissues pathways only.)

(2 weeks)

Sent to relevant committees, groups, stakeholders & LGG for review (2 weeks)

CE send updated draft with collated comments to lead author

Send required forms

(1 week)

Author reviews comments, updates document & sends back to CE (2-4 weeks)

Final draft & responses reviewed by WGCS Chair (2 weeks)

CE check draft guideline & send revised document to Publishing (1 week)

Abridged review time = 15–22 weeks

Publishing carry out pre-consultation edit on the guideline & send back comments to authors

(6-10 weeks)

For an abridged review, pre-consultation edit takes between 4 and 6 weeks

Author reviews comments, updates document & sends back to Publishing (2-4 weeks)

Consultation with members, LGG & stakeholders

- Emails sent
- Social media

(minimum of 4 weeks)

(2 weeks for abridged review)

Authors receive & consider feedback collated from consultation. They provide responses to comments online & on the proforma (if necessary) & send the updated guideline to Publishing (2-6 weeks)

Adjudication by Clinical Lead for Guideline Review. (The guideline may need to be sent back to the author for further work if responses to comments are not adequate.)

> (1–2 weeks [2–4 weeks if further clarification required])

Publishing carry out final proofread & send back to authors if necessary (2-4 weeks)

For abridged review, final proofread takes between 1 and 2 weeks

Guideline is published online

- Old versions removed from website
- Consultation tool updated
- Emails are sent to authors, stakeholders and LGG
- Email to LIMS mailing list
- Social media
- e-newsletter
- Bulk email sent to relevant members

(1 day)

Full review time = 39-59 weeks