

**A. APPENDIX 2 - Proposal for guideline - Submission Template**

(Refer to BSG guidelines advice document)

**1. Lead author / applicant:**

Name	Qualifications	Position

**2. Contact details:**

Address	Telephone / Fax	Email

**3. Co-authors:**

Name	Qualifications	Position

**4. Title of guideline: (a provisional title may be provided at this stage)**

**5. Brief outline of the area the guideline will be covering:**

**6. Clearly state the overall objective of guideline:**

**7. Clearly state the clinical questions to be answered by the guideline and reason why the guideline is being produced: (e.g., health benefits arising from the guideline, absence of previous guidelines on this area or previous guidelines out of date)**

**8. Scope of guideline:**

Who are the target users?	Describe the patient group / target population covered by the guideline

**9. Guideline Development Group (GDG):**

Name of group member:	Representing (group / discipline):

**10. Time scale:**

<b>Start date:</b>	<b>(Anticipated) Finish date:</b>

- 11. Editorial independence:** Commercial sponsorship is discouraged and usually not acceptable. Any conflicts of interest for members of the GDG must be listed.

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**12. Guideline methodology:**

<b>Details of systematic methods that will be used to search for evidence:</b>	
Databases to be searched	
Principal search terms	

<b>Describe the criteria that will be used for including/excluding evidence:</b> e.g. critical appraisal – methods used, who will appraise the evidence, grading scheme used

<b>Describe the methods that will be used to formulate recommendations:</b> Recommendations should arise from and be explicitly linked to the corresponding evidence summary. If recommendations are based on expert opinion describe any formal consensus technique and specify methods for resolving areas of disagreement e.g. the GDG will meet and vote on strength of recommendations using AGREE II Instrument.

<b>How will the cost implications and/or cost effectiveness of the advice be assessed?</b>

<b>Describe how patient /user views will be incorporated other than by inclusion on the GDG:</b>

**13. Review of guideline:**

<b>What are the planned procedures for updating the guideline?</b> (The schedule for review is usually 5 years but may be sooner for rapidly developing topics, e.g., which Specialist Section /Committee will review the guideline and when.)