

Proposal for Writing a BSH Guideline

This proposal should be completed by the Writing Group Chair and /or the Task Force Representative and be agreed by the Task Force before submission to the BSH Guidelines Committee for final approval. Please read the [BSH Guideline Development Process](https://cms-bsh-u9.b-s-h.org.uk/media/or2db2zv/2024-08-20-bsh-guidelines-development-process.pdf) document on the BSH website, before completing this form.

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| **ITEM****No.** | **TASK FORCE** | **GUIDELINE DETAILS****(All cells in this column must be completed)** | **GUIDANCE ON COMPLETING THE PROPOSAL FORM** |
| **1.** | **Title of Guideline**  |  |  |
| **2.** | **Writing Group Chair** |  | *Should be a senior clinician or scientist with experience of Guideline writing and the BSH* [*guidelines writing process*](https://b-s-h.org.uk/guidelines/proposing-and-writing-a-new-bsh-guideline)*.* |
| **3.** | **Task Force Representative** |  | *All Writing Groups must have a TF Representative who must be familiar with the* [*guidelines writing process*](https://b-s-h.org.uk/guidelines/proposing-and-writing-a-new-bsh-guideline) *and* [*grading of recommendations*](https://training.cochrane.org/introduction-grade) *, in particular.* |
| **4.** | **Reasons for producing the Guideline** |  | *For example: No current Guideline is available, in this specific area or new information/test/ drug is available, which will alter current recommendations. Consider collaboration with other organisations.* |
| **5.** | **Are there other organisations who have or are in the process of producing similar guidance (British or International)?** |  |  *Is this simply replicating existing guidance from an alternative source? Would it be better to write a BSH**Position Paper on a non-UK Guideline (~1000 words)?* |
| **6.** | **Target Audience** |  | *Primarily this should be BSH members who are healthcare professionals involved in clinical or laboratory haematology work in the NHS.**In some circumstances the guidance may be relevant to other specialties and disciplines. If so, this should be documented and reflected in the composition of the Writing Group.* |
| **7.** | **Scope** |  | *As part of the scoping exercise, clear structured questions should be developed. The PICO model is a valuable tool for this.****Patients*** *or population to which the question applies**e.g. age range, gender, clinical description and co- morbidities.****Intervention*** *(or diagnostic test, exposure, risk factor, etc.) being considered in relation to these patients.****Comparison(s)*** *to be made between those receiving the intervention and another group who do not receive the intervention.****Outcome(s****) to be used to establish the size of any effect caused by the intervention.* In addition, [*GRADE Tutorials*](https://training.cochrane.org/introduction-grade) *and their relative* [*GRADE*](https://www.youtube.com/%40MacGRADECentre)[*YouTube Tutorials*](https://www.youtube.com/%40MacGRADECentre)*, are essential to the Scope exercise.* |
| **8.** | **Expected length of each section and of complete Guideline** |  | *Guidelines should not usually exceed 5,000 words.**If it becomes apparent that the Guideline will be particularly large the group should discuss this with the Task Force and consideration given to splitting into separate guidelines.* |
| **9.** | **Writing Group** |  | *All members of the Writing Group must actively write the Guideline. Normally this is done by allocating a section to each member (or sometimes 2 members).**Please give the following details for each proposed Writing Group member:****Name, professional role (e.g. medical, nursing, biomedical scientist), area of expertise, place(s) of work, email address.*** *These details will be used to collect Declarations of Interest from Writing Group members.**Include representation from one other specialist societies and professional groups if indicated.**All members of the Writing Group should be currently involved in the provision of NHS services, or healthcare research in the UK, relevant to the proposal title.* ***This excludes individuals whose primary role is outside the UK or have an affiliation with a private company involved in the provision or manufacture of healthcare products****.**Retired consultants are permitted to be Writing Group members so long as they have a valid GMC Licence.**If a trainee (junior medical staff) is in the Writing Group please provide a brief statement of justification, provide a CV and identify a mentor from the writing group to ensure that training needs are met. The Trainee Writing Group Member must be restricted to writing only a section of a Guideline.* ***A maximum of 1 trainee may be included.*** *It is important to ensure that guidelines are broadly applicable across the UK and that no Writing Group is dominated by the views of any region or**medical institution:* ***there should be no more than 2 individuals from any one institution even if those individuals represent different professional groups.****Exceptions to the latter will be made at the discretion of the Guidelines Executive Committee (GEC); and will be further to a review of a more extensive justification, with regards to* ***more than one trainee and more than two writing group members from one institution****.* *Patient representatives should not normally form part of the Writing Group. Instead, patient groups should be consulted as listed in the row below. If there is a specific need then* ***a maximum of 1 patient representative may be included.*** *Individual patients would require DoIs, but not Patient Groups.* *The BSH has several* [*Special Interest Groups*](https://b-s-h.org.uk/about-us/special-interest-groups)*. Please consider whether a representative from one of these groups is needed.* |
| **10.** | **Proposed review by other organisations and patient groups** |  | *Other professional organisations and patient groups should be asked to review the draft if this is likely to be helpful.* |
| **11.** | **Target date for 1st Draft to the TF** |  | ***Note:*** *The Literature search may be carried out by the writing group, by a medical writer or by a university library. Please ensure that you inform the Guidelines Team how you propose to carry out the literature search.* *The Literature Search is only valid for one year, from the date of your search. Submission for publication within the one-year deadline; otherwise, a top-up Literature Search must be carried out before the one-year deadline.**Each writing group (usually lead author) must record a podcast within six months of publication of the guideline.*  |

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| **I have read the current** [**BSH Guidelines Development Process**](https://cms-bsh-u9.b-s-h.org.uk/media/or2db2zv/2024-08-20-bsh-guidelines-development-process.pdf) **document (available on BSH website) and will ensure that this Guideline will adhere to the format and process prescribed** (*To be signed by the Chair of the Writing Group)***:** |
| **Date of submission of proposal to Task Force:** |  | **Submitted by** (*To be signed by the Chair of Writing Group)***:** |  |
| **Date the Writing Group Chair has assessed Writing Group Declarations of Interest, against conflicts of interest:** |  |  ***NOTES****:**The BSH Guidelines Administrative Team will collate all Writing Group member Declarations of Interest forms and send a Declarations of Interest Report to the Writing Group Chair, who will assess them for any conflicts of interest.****NB:*** *The Guidelines Executive Committee will not approve the Proposal until all submitted Declarations of Interest have been assessed for any conflicts of interest, by the Writing Group Chair.* |
| **Date of Task Force review/approval:** |  |
| **Date of Guidelines Executive Committee review/approval:** |  |