

Guidelines Information Leaflet

This leaflet serves as a brief synopsis of the [BSH Guideline Development Process](#) document, on the [BSH website](#); and should be reviewed by all Writing Group members, especially Writing Group Chairs and Writing Group Task Force Representatives.

About The British Society for Haematology (BSH)

BSH is a professional membership body and registered charity, that aims to advance the practice and study of Haematology and facilitate contact between persons interested in Haematology.

About our Guidelines

At BSH, our Guidelines are overseen by a Guidelines Executive Committee (GEC); 4 Task Forces (General Haematology, Haemostasis and Thrombosis, Haematology-Oncology and Transfusion); and their relative Writing Groups.

Written according to the BSH process by expert consultants, clinical scientists, nurses and other healthcare professionals, currently practicing in the UK; BSH Guidelines provide up-to-date, evidence-based guidance on the diagnosis and management treatment of haematological diseases.

All Guidelines are reviewed by the GEC, Task Forces (TFs), Writing Groups (WGs) and a Sounding Board of BSH members.

BSH Published Documents

The BSH produces for following guidance formats:

1. BSH Guideline (~5,000 words) - Evidence-based Guideline, developed following a professional literature search and a review of the evidence by the Writing Group. This is the formal “BSH Guideline”.
2. BSH Good Practice Paper (GPP) (~2,000 words) - Used to recommend good practice in areas where there is a less robust evidence-based guidance, but for which a degree of consensus or uniformity is likely to be beneficial to patient care. A GPP is also an evidence-based

Paper, developed following a professional literature search and a review of the evidence by the Writing Group.

3. BSH Guideline Addendum – e.g. update of an existing BSH Guideline.
4. BSH Guideline Supporting Paper – additional documents (e.g. charts and relative documents)
5. BSH Position Paper – e.g. a brief Paper of BSH’s response to an external publication

BSH Guides & Forms

Guidelines / Good Practice Papers (GPPs):

- [BSH Guideline Development Process](#) - Guidelines/GPPs Process and Development Guide.
- [Proposal Form](#) - To be used when proposing a new Guideline/GPP.
- [Declaration of Interest form](#) - For Task Force and Writing Group members.
- [Guidelines Structure Template](#) - How to structure a BSH GL/GPP.
- [Audit Template](#) - Accompanies each guideline and is written by a Medical Writer, after the GL/GPP has been submitted for publishing.

Additional Guides/Forms:

- Expenses [Policy](#)
- Expenses [Form](#)

Role & Responsibilities of the Guidelines Executive Committee (GEC)

- The Guidelines Executive Committee (GEC) consists of senior haematologists, senior clinical scientists, Chairs of each of the BSH Guidelines Task Forces and BSH Board Representatives.
- The GEC oversees the development and production of each BSH guidance; undertaking the final review and approval of Guidelines and GPPs.

Role of Task Force Members

- Assist the WG chair in the composition of the Writing Group; and to identify and involve relevant stakeholders, including patient groups, where appropriate.
- To submit a [Declaration of Interest Form](#), review the [BSH Guidelines Development Process](#) and guidance on formulating recommendations based on [GRADE](#); prior to starting work on the Guideline.
- To ensure that guidance is developed in accordance with the [BSH Guidelines Development Process](#), writing should not start until the Proposal has been agreed by the BSH Task Force and GEC; and not until all members of the Writing Group have submitted a [Declaration of Interest Form](#).
- Once Writing Group members have completed the [Declaration of Interest Form](#), the [BSH Guidelines Administration Team](#) will send the Writing Group Chair and Task Force Representative a Declarations of Interest (DoI) Report, of which they will assess against any conflicts of interest. Should there be any conflicts of interest, the Writing Group Chair and Task Force Representative can refer the matter to the Task Force; and if the matter cannot be resolved at this level, it can be escalated to the GEC.
- Attend and support the WG Chair during remote/hybrid/face-to-face meetings with the Writing Group.
- To assist the WG Chair in the scoping exercise and their development of [PICO questions](#).
- To agree the literature search criteria with the WG Chair; and where necessary, liaise with a medical writer who carry-out the literature searches; arranged by Rita Gupta (Rita@b-s-h.org.uk), the BSH Guidelines Programme Manager.
- To ensure a 1st Draft of the Guideline/GPP is submitted to the Task Force, within 6 months of receipt of the literature search.

- To report to the Task Force as to the progress of the guidance and to report any Task Force concerns are fed back to the Writing Group Chair and the Writing Group.
- To check accuracy of the proof document before final [submission for publication to Wiley](#).
- To inform [BSH Guidelines Administration Team](#) when the Guideline is submitted for publication.
- To produce the guidance audit template.
- To produce a summary and key words for BSH website publication.
- To inform the Task Force Chair if any new information makes the guidance obsolete, requiring updating and/or alteration.

Role of the Writing Group Chair

- To decide, in conjunction with the Task Force Representative, the composition of the Writing Group and to identify and involve relevant stakeholders, including patient groups, where appropriate.
- To submit a [Declaration of Interest Form](#), review the [BSH Guidelines Development Process](#) and guidance on formulating recommendations based on [GRADE](#); prior to starting work on the Guideline.
- To ensure that guidance is developed in accordance with the BSH Guidelines Development Process, writing should not start until the Proposal has been agreed by the BSH Task Force and GEC; and not until all members of the Writing Group have submitted a [Declaration of Interest Form](#).
- The [BSH Guidelines Administration Team](#) will notify the Writing Group Chair when they have received all Writing Group member Declarations of Interest; and will send the Writing Group Chair and Task Force Representative a Declarations of Interest (DoI) Report, of which they will assess against any conflicts of interest. Should there be any conflicts of interest, the Writing Group Chair and Task Force Representative can refer the matter to the Task Force; and if the matter cannot be resolved at this level, it can be escalated to the GEC.
- To lead the scoping exercise and develop the [PICO questions](#).
- To agree the parameters of the literature search and how the output will be presented to the Writing Group. The Writing Group

Chair will contact Rita Gupta (Rita@b-s-h.org.uk), the Guidelines Programme Manager, who will arrange for a literature search to be carried-out.

- With the support of the [BSH Guidelines Administration Team](#), the Writing Group Chair will oversee remote/hybrid/face-to-face meetings with the Writing Group.
- To delegate sections of the guidance to Writing Group members.
- To ensure a 1st Draft of the Guideline/GPP is submitted to the Task Force, within 6 months of receipt of the literature search.
- To ensure that relevant stakeholders review a draft of the guidance e.g. professional bodies, patient groups etc.
- To receive and respond to comments from the Task Force, BSH Sounding Board and the GEC; and modify the draft accordingly.
- To check the accuracy of the proof document before final [submission for publication to Wiley](#).
- To inform [BSH Guidelines Administration Team](#) when the Guideline is submitted for publication.
- To inform the Task Force Representative if any new information makes the guidance obsolete, requiring updating and/or alteration.

Role of Writing Group Members

- To submit a [Declaration of Interest Form](#), review the [BSH Guidelines Development Process](#) and guidance on formulating recommendations based on [GRADE](#); prior to starting work on the Guideline.
- Writing Groups will begin once the Proposal and participation of all members has been agreed by the BSH GEC; and when all Writing Group members have completed and returned Declaration of Interest forms; and the Writing Group Chair has assessed the latter for any conflicts of interest.
- To participate and support the WG Chair during remote/hybrid/face-to-face Writing Group meetings.
- To ensure that Guidelines are developed, in accordance with the [BSH Guidelines Development Process](#).

- To participate in the Scoping exercise and develop the [PICO questions](#).
- Recognise the parameters of the literature research.
- To participate in developing sections of the guidance, as agreed with the Writing Group Chair; and review/revise Guideline drafts.
- To ensure that relevant stakeholders review a draft of the Guidance e.g. professional bodies, patient groups etc.
- To inform the Writing Group Chair if any new information makes the guidance obsolete or requires alteration (see guidance maintenance).

Role of the BSH Guidelines Administration Team

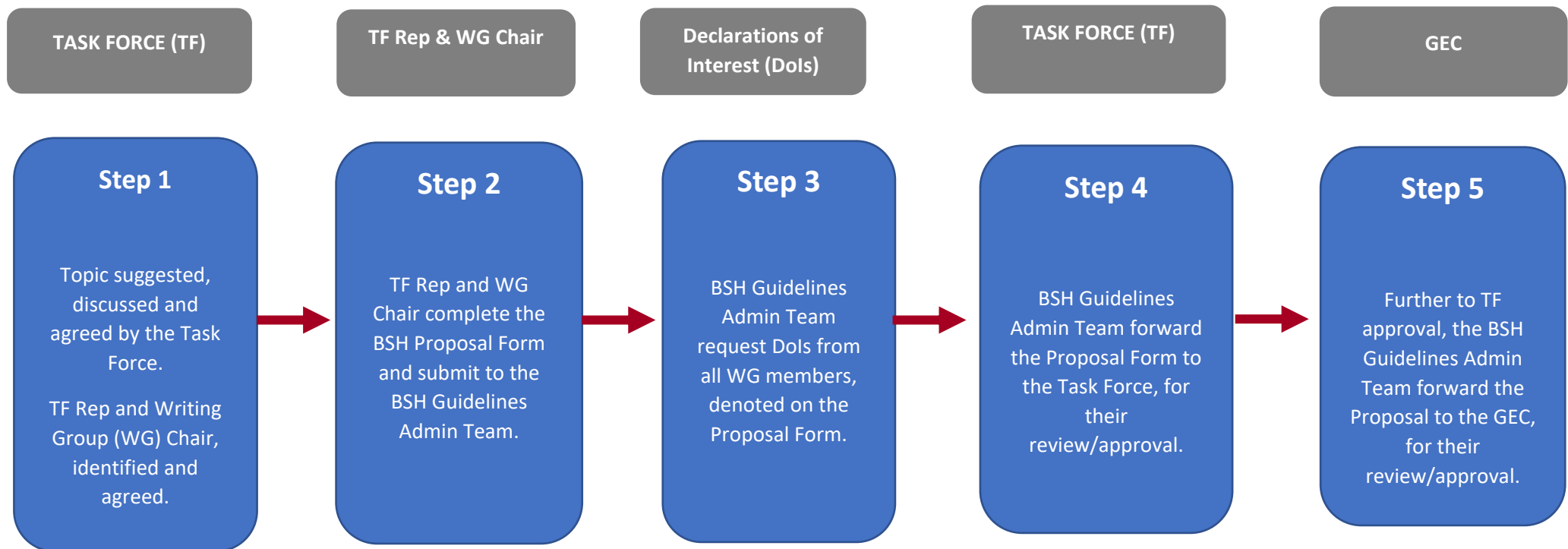
To provide administrative support to the GEC, Task Forces and Writing Groups, in the development of a Guideline, Good Practice Paper, Addendum and/or a Position Paper.

The BSH Guidelines Administrative Team will assist you through the Guidelines development process and can be contacted, as follows:

- Guideline Executive Committee (GEC) Enquiries – Guidelines.Officer@b-s-h.org.uk and bshguidelines@b-s-h.org.uk
- Haemostasis & Thrombosis Task Force Enquiries - Guidelines.Officer@b-s-h.org.uk and bshguidelines@b-s-h.org.uk
- Blood Transfusion Task Force Enquiries- Guidelines.Officer@b-s-h.org.uk and bshguidelines@b-s-h.org.uk
- General Haematology Task Force Enquiries - Sarah@b-s-h.org.uk and bshguidelines@b-s-h.org.uk
- Haematology-Oncology Task Force Enquiries - Sarah@b-s-h.org.uk and bshguidelines@b-s-h.org.uk
- Guideline Literature Searches, Guideline Audits and podcast Enquiries - Rita@b-s-h.org.uk and bshguidelines@b-s-h.org.uk

BSH Proposal Review/Approval Process

Please find below, a summary flowchart of the BSH Proposal review/approval process:



BSH Guidelines Development Process

GUIDELINE RESEARCH & PREPARATION

Step 1

NB: Writing of a Guideline/GPP, cannot start, until the receipt of all DoIs from the WG.

The WG Chair and/or TF Rep requests will be sent a DoI Report from the BSH Guidelines Administration Team, to assess against conflicts of interest.

Step 2

WG Chair requests a Literature Search from the Guidelines Admin Team, providing search terms etc.

NB: A Literature Research is only valid for one year. If the Guideline is not completed within a year, a new Literature Research has to be undertaken.

Step 3

WG to write recommendations and background evidence for Guideline (GRADE).

Step 4

WGC collates each section of the Guideline and prepares the 1st Draft for submission.

1ST DRAFT GUIDELINE

Step 5

WG Chair sends the 1st Draft of the Guideline to the BSH Guidelines Admin Team, who will forward it to the TF for review/approval (usually, within 2 weeks).

Step 6

WG reviews TF comments; and compiles a 2nd Draft of the Guideline.

2ND DRAFT GUIDELINE

Step 7

WG Chair sends the 2nd Draft of the Guideline to BSH Guidelines Administration Team, who will upload it to the BSH website Sounding Board, for comments from BSH Members (usually, within 2 weeks).

Step 8

WG reviews Sounding Board comments; and prepares a Final Draft of the Guideline.

FINAL DRAFT GUIDELINE

Step 9

WG Chair sends the Final Draft of the Guideline to the BSH Guidelines Administration Team, who will forward it, simultaneously, to the TF and GEC, for their final review/approval.

Step 10

WG reviews the TF/GEC Final Draft comments; and updates the Final Draft, in preparation to be submitted to Wiley for publication.

SUBMISSION & PUBLICATION

Step 11

WGC submits the Final Draft of the Guideline to Wiley, for review/ approval/ publication. This process usually takes 2 months.

Step 12

WG responds to any Wiley Reviewer comments; and re-submits the updated Final Draft to Wiley.

Step 13

Guideline/GPP is approved and published by Wiley and uploaded to the BSH website.

Wiley Submission & Publication Process

The BSH aims to publish all guidance in the Wiley peer reviewed journal, which includes: the British Journal of Haematology (BJHaem) and Transfusion Medicine. Thus, all guidance should be of a standard and length that is acceptable for Wiley publication.

To submit a Guideline/GPP to Wiley, for review, approval and publication, please undertake the following:

- i. The Writing Group Chair will submit the approved final draft of the Guideline/GPP using this link: <https://mc.manuscriptcentral.com/bjh>.
- ii. You will be asked to select either Open Access or 'Subscription based article'. Please ensure you choose **Subscription based article**.

NB: It is important that you select the subscription-based article and not open access, otherwise BSH will be incorrectly charged for the submission. It seems counterintuitive but that is the way Wiley's website is set up.

- iii. Please notify the [BSH Guidelines Administration Team](#) when you have submitted the Guideline/GPP to Wiley; and send a Word version of the Guideline/GPP, for our records.
- iv. Notice of publication will be sent by Wiley to the Writing Group Chair and they should inform the Writing Group Members, Task Force Representative and [BSH Guidelines Administration Team](#). The [BSH Guidelines Administration Team](#) will then upload the Guideline to the BSH website.

NB: It takes approximately 3 months from the time the WG Chair submits the Guideline/GPP to Wiley, until the date Wiley publish the Guideline/GPP.