

# HSE National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPGs)



Ms. Brid Boyce  
HSE Quality Improvement Division  
Dr Steevens Hospital  
Dublin  
D08 W2A8

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Tús Áite do  
Shábháilteacht **1** Othar  
Patient Safety **1** First



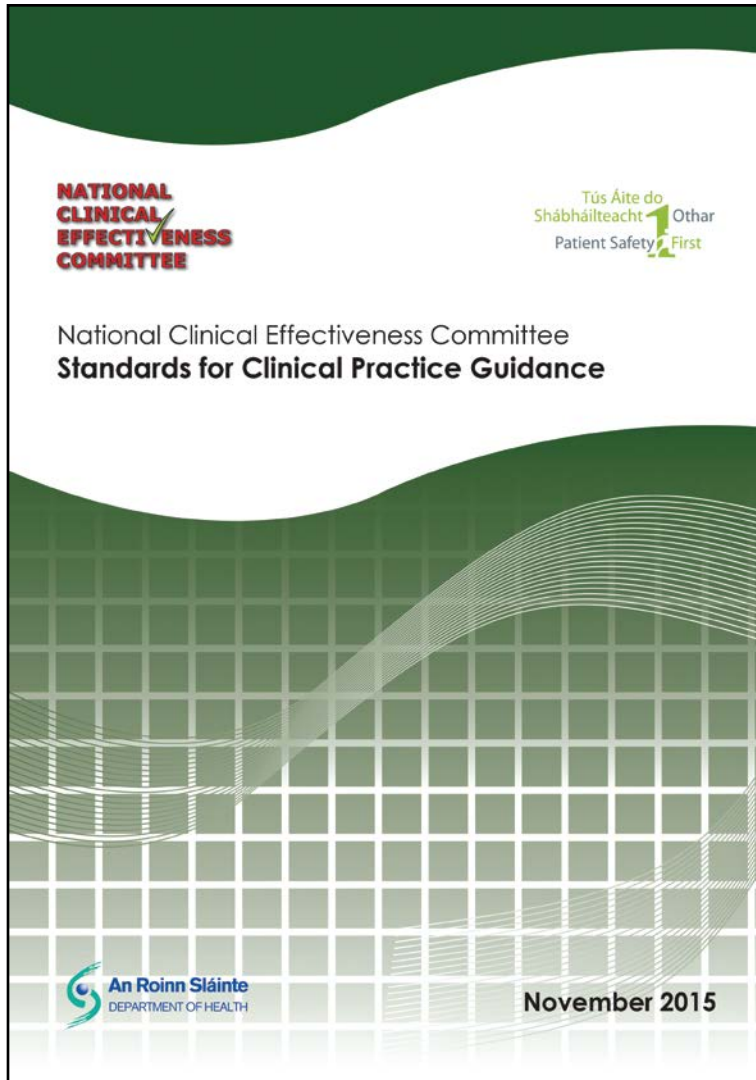
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# NCEC Standards for Clinical Practice Guidance (2015)



- DoH (NCEC) developed and published National Standards for Clinical Practice Guidance in November 2015.

## **Objectives of the NCEC Standards are to:**

- Provide a standardised terminology & methodology for the development of evidence-based clinical practice nationally.
- Ensure consistency of approach and minimise duplication of clinical practice guidance in the health system.

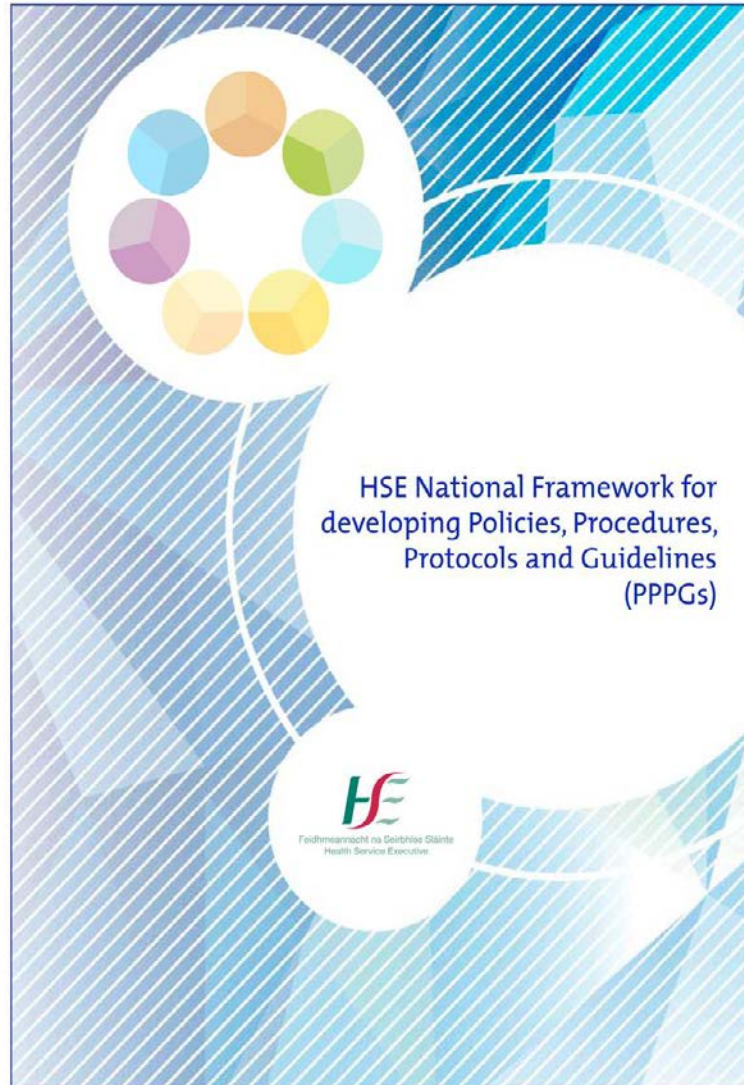
## **Supports a number of existing national standards and key frameworks such as:**

- Safer Better Healthcare (HIQA 2012)
- Quality Framework for Mental Health Services (MHC 2007) and many more.



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# HSE National Framework for developing PPPGs (2016)



The DoH published the NCEC standards for Health Services to implement.

## **HSE National Framework for developing PPPGs was developed to:**

- Guide services on how to comply and use the NCEC Standards when developing PPPGs. This HSE Framework was published and launched at the DoH Patient Safety Conference in Dec 2016.

**Scope:** The Framework applies to the development of both clinical and non-clinical PPPGs, this includes:

- Models of care, care bundles, care pathways, clinical decision aids, checklists and algorithms. These form part of the implementation toolbox and can be included as components in a PPPG rather than stand-alone practice guidance.



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# Overview of HSE National Framework for developing PPPGs (2016)



Following extensive literature review and survey, the HSE National PPPG Framework was developed. The NCEC Standards for Clinical Practice Guidance were aligned to the 7 Stages in the PPPG Development Cycle.

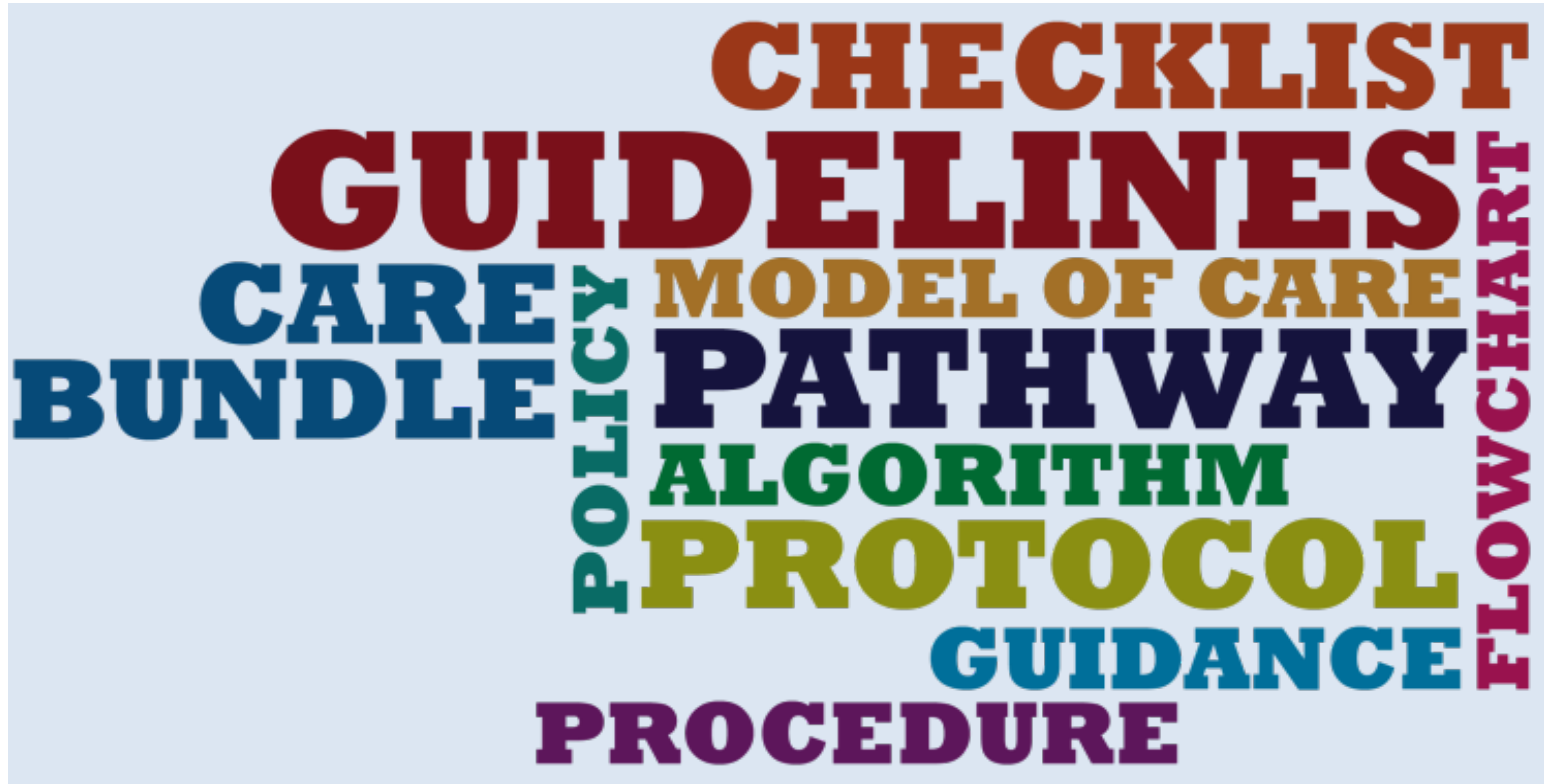
**NB:** The HSE PPPG Framework applies to all HSE staff and HSE funded services and covers clinical and non-clinical PPPGs.

There are six sections within the framework:

	<b>Section 1:</b>	<b>Definitions</b>
	<b>Section 2:</b>	<b>Stages in the PPPG Development Cycle</b>
	<b>Section 3:</b>	<b>Revised HSE National Template for Developing PPPGs (2016)</b>
	<b>Section 4:</b>	<b>PPPG Checklist for developing clinical and Non-Clinical PPPGs</b>
	<b>Section 5:</b>	<b>Proposed HSE National Central Repository for HSE National approved PPPGs</b>
	<b>Section 6:</b>	<b>Implementation of the Framework</b>



# Section 1- Definitions





## Section 2 - Stages in the PPPG Development Cycle

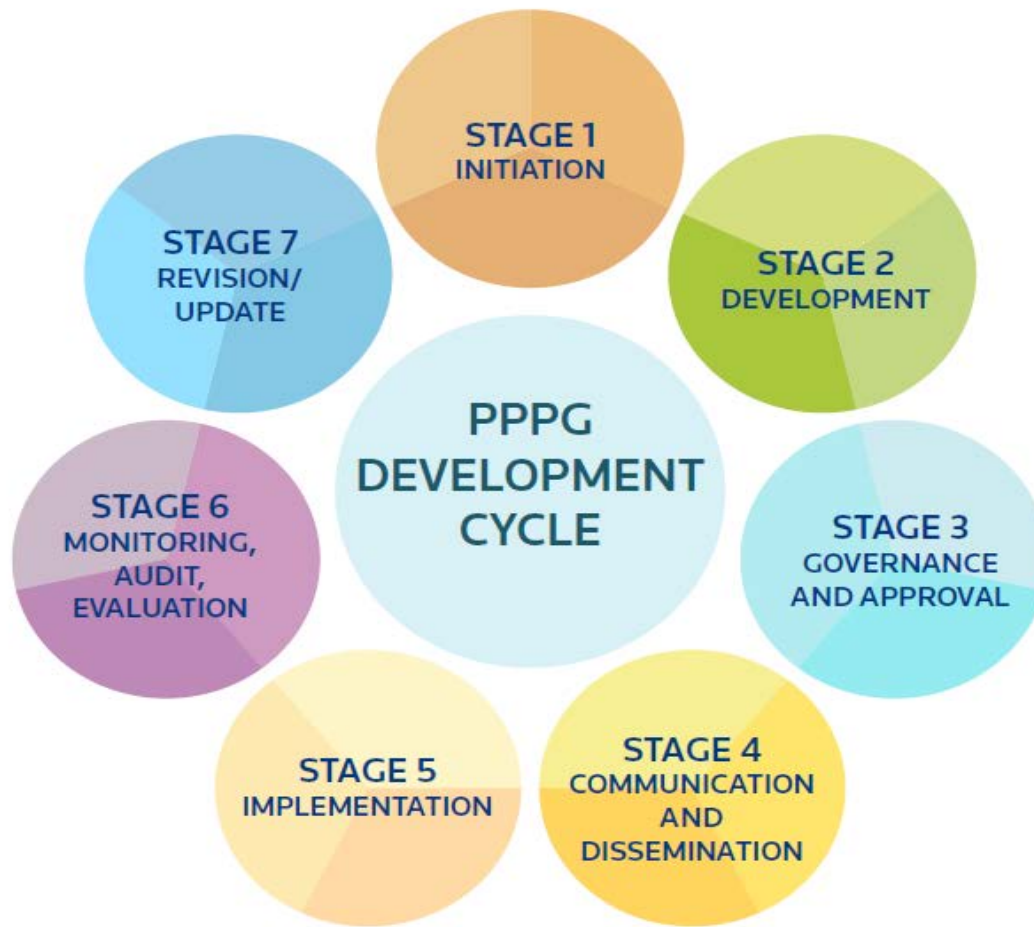


Figure 3: PPPG Development Cycle



# Section 2 - Stages in the PPPG Development Cycle



- **Stage 1 – Initiation – (12 standards)** Beginning or first step in developing a PPPG.
- **Stage 2 – Development – (10 + 3 standards)** Describes the methodology by which the PPPG was developed. It involves the integration of the best research evidence with clinical professional expertise and patient values and cost.
- **Stage 3 – Governance – (3 standards)** Refers to the process of acceptance, agreement and assessing quality standard of PPPGs.
- **Stage 4 – Communication/Dissemination (3 standards)** Refers to the active spread of new practice to the target audience using plan strategies Nilsen 2015.
- **Stage 5 – Implementation (4 standards)** Refers to the process of putting to use or integrating new practices within a setting Nilsen 2015.
- **Stage 6 – Monitoring audit and evaluation (3 standards)** **Monitoring** is a systematic process of gathering information and tracking over time. **Audit** is a formal review that usually includes planning, identifying risk areas... **Evaluation** is a formal process to determine the extent to which the planned or desired outcomes of an intervention are achieved.
- **Stage 7 – Revision/Update (2 standards)** Refers to the process to ensure that the learning from the PPPG development and implementation process is used to amend and update the original PPPG as new evidence emerges.




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# Section 3 – Template for developing PPPGs (2016)



**Insert Logo as appropriate**



HSE National Template for developing PPPGs (2016)  
**INSERT TITLE OF DOCUMENT:**

Is this document a:  
 Policy     Procedure     Protocol     Guideline

*Insert Service Name(s), Directorate and applicable Location(s):*

Title of PPPG Development Group:	
Approved by:	
Reference Number:	
Version Number:	
Publication Date:	
Date for revision:	
Electronic Location:	

Version	Date Approved	List section numbers changed	Author

- **Part A-Outline PPPG steps**
- **Part B - PPPG Development Cycle**
- **Table of Contents**
- 1.0 Initiation
- 2.0 Development
- 3.0 Governance and Approval
- 4.0 Communication and Dissemination
- 5.0 Implementation
- 6.0 Monitoring, Audit and Evaluation
- 7.0 Revision/Update
- 8.0 References
- 9.0 Appendices





# Section 4 – PPPG Checklist for Clinical – Non-Clinical PPPGs



Stage 2 Development	Checklist
The clinical question(s) covered by the PPPG are specifically described.	<input type="checkbox"/>
Systematic methods used to search for evidence are documented (for PPPGs which are adapted/ adopted from international guidance, their methodology is appraised and documented).	<input type="checkbox"/>
Critical appraisal/analysis of evidence using validated tools is documented (the strengths, limitations and methodological quality of the body of evidence are clearly described).	<input type="checkbox"/>
The health benefits, side effects and risks have been considered and documented in formulating the PPPG.	<input type="checkbox"/>
There is an explicit link between the PPPG and the supporting evidence.	<input type="checkbox"/>
PPPG guidance/recommendations are specific and unambiguous.	<input type="checkbox"/>
The potential resource implications of developing and implementing the PPPG are identified e.g. equipment, education/training, staff time and research.	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>
Budget impact is documented (resources required).	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based clinical practice guidance (as appropriate).	<input type="checkbox"/>
<b>Three additional standards are applicable for a small number of more complex PPPGs:</b> Cost effectiveness analysis is documented. A systematic literature review has been undertaken. Health Technology Assessment (HTA) has been undertaken.	<input type="checkbox"/>
Stage 3 Governance and Approval	Checklist
Formal governance arrangements for PPPGs at local, regional and national level are established and documented.	<input type="checkbox"/>
The PPPG has been reviewed by independent experts prior to publication (as required).	<input type="checkbox"/>
Copyright and permissions are sought and documented.	<input type="checkbox"/>
Stage 4 Communication and Dissemination	Checklist
A communication plan is developed to ensure effective communication and collaboration with all stakeholders throughout all stages.	<input type="checkbox"/>
Plan and procedure for dissemination of the PPPG is described.	<input type="checkbox"/>
The PPPG is easily accessible by all users e.g. PPPG repository.	<input type="checkbox"/>

Stage 5 Implementation	Checklist
Written implementation plan is provided with timelines, identification of responsible persons/units and integration into service planning process.	<input type="checkbox"/>
Barriers and facilitators for implementation are identified, and aligned with implementation levers.	<input type="checkbox"/>
Education and training is provided for staff on the development and implementation of evidence-based PPPG (as required).	<input type="checkbox"/>
There is collaboration across all stakeholders in the planning and implementation phases to optimise patient flow and integrated care.	<input type="checkbox"/>
Stage 6 Monitoring, Audit, Evaluation	Checklist
Process for monitoring and continuous improvement is documented.	<input type="checkbox"/>
Audit criteria and audit process/plan are specified.	<input type="checkbox"/>
Process for evaluation of implementation and (clinical) effectiveness is specified.	<input type="checkbox"/>
Stage 7 Revision/Update	Checklist
Documented process for revisions/updating and review, including timeframe is provided.	<input type="checkbox"/>
Documented process for version control is provided.	<input type="checkbox"/>

I confirm that the above Standards have been met in developing the following PPPG:

Name of PPPG: \_\_\_\_\_

Name of person signing off on the PPPG Checklist: \_\_\_\_\_

Title of person signing off on the PPPG Checklist: \_\_\_\_\_

Signature of person signing off on the PPPG Checklist: \_\_\_\_\_

Date: \_\_\_\_\_

**This signed PPPG Checklist must accompany the final PPPG document in order for the PPPG to be approved.**

# Section 5 – HSE National Central Repository



## Function

- Act as a contact focal point for general information on PPPGs.
- Upload newly approved HSE National PPPGs onto NCR where they will be centrally located and easily accessible on the HSE Website (viewed and downloaded by staff and the public) with links to sister sites e.g. DoH, HIQA, MHC, H&SA etc.

## Transition period

- From Jan 2017 all existing HSE approved PPPGs that are in place will remain in place until they are due for review.
- From Jan 2017 all new HSE National PPPG that need to be developed or any existing HSE National approved PPPGs that are due for review must meet the NCEC Standards outlined in the HSE National PPPG Framework.
- A 3 year transition period will be required to update all existing approved HSE National PPPGs. The updated HSE National PPPGs will be migrated onto the new system once they have met the required NCEC National Standards outlined in the PPPG Framework.

## Section 6 – Implementation of the Framework



- Outlines key recommendations to support the implementation of the HSE National Framework for developing PPPGs.
- This is a whole health system framework and is applicable across the different governance levels that currently exist. It is the role and responsibility of all managers to ensure this framework is implemented at all levels within their areas of responsibility.

**As part of the recommendations** – Develop and implement an Education & Learning Programme:

- PPPG programme /workshop
- PPPG resources on [www.qualityimprovement.ie](http://www.qualityimprovement.ie)



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[www.qualityimprovement.ie](http://www.qualityimprovement.ie)



HSE National PPPG Project - January 2018 [Compatibility Mode] - Microsoft PowerPoint

http://www.hse.ie/eng/about/Who/QID/Use-of-Im... National Framework for de...

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## National Framework for developing Policies, Procedures, Protocols and Guidelines (PPPG)

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### USE OF IMPROVEMENT METHODS

#### Why do we need a National Framework?

The [HSE National Framework for developing Policies, Procedures, Protocols and Guidelines \(PPPGs\)](#) is essential to improve the quality of health care provided by the HSE and to enhance organisational effectiveness.

The HSE currently has many PPPGs in place and a consistent and clear approach is needed for the development, implementation and evaluation of PPPGs. In 2015, NCEC developed [Standards for Clinical Practice Guidance \(click\)](#) and in 2016; following an extensive literature review and survey the HSE National Framework for Developing PPPGs has been developed, aligning the NCEC standards with the stages in the PPPG development cycle.

There should be a consistent clear approach to the development, implementation and evaluation of PPPGs. The two key innovative areas of this new national PPPG framework are that:

- > PPPGs are evidence-based
- > Approved PPPGs meet the standards outlined in the HSE National Framework

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Slide 11 of 13 "Office Theme" English (Ireland) 75% 15:21 24/01/2018

Feedback



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# Link to Quality Improvement website for Additional Documentation

[www.qualityimprovement.ie](http://www.qualityimprovement.ie)



**Additional Documentation**

- [NCEC Standards for Clinical Practice Guidance](#)
- [HSE National Template for Developing PPPGs\(2016\)](#)
- [HSE Checklist for developing Clinical PPPGs](#)
- [HSE Checklist for developing Non-Clinical PPPGs](#)
- [Membership of the PPPG Development Group Template](#)
- [Membership of the Approval Governance Group Template](#)
- [Conflict of Interest Declaration Form Template](#)

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A module on Clinical Practice Guidance/PPPGs was developed for the NPSO Learning Management System in 2017, in partnership with the Clinical Effectiveness Unit/NCEC in the DoH.

## Learning outcomes

### What you will learn

By the end of the module you will be able to:

- Describe the key elements of the development process for Clinical Practice Guidance (policies, procedures, protocols and guidelines - PPPGs).
- Use the PPPG checklist to ensure you meet the national standard.
- Find the tools and resources needed to develop a PPPG that meets the national standard.



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