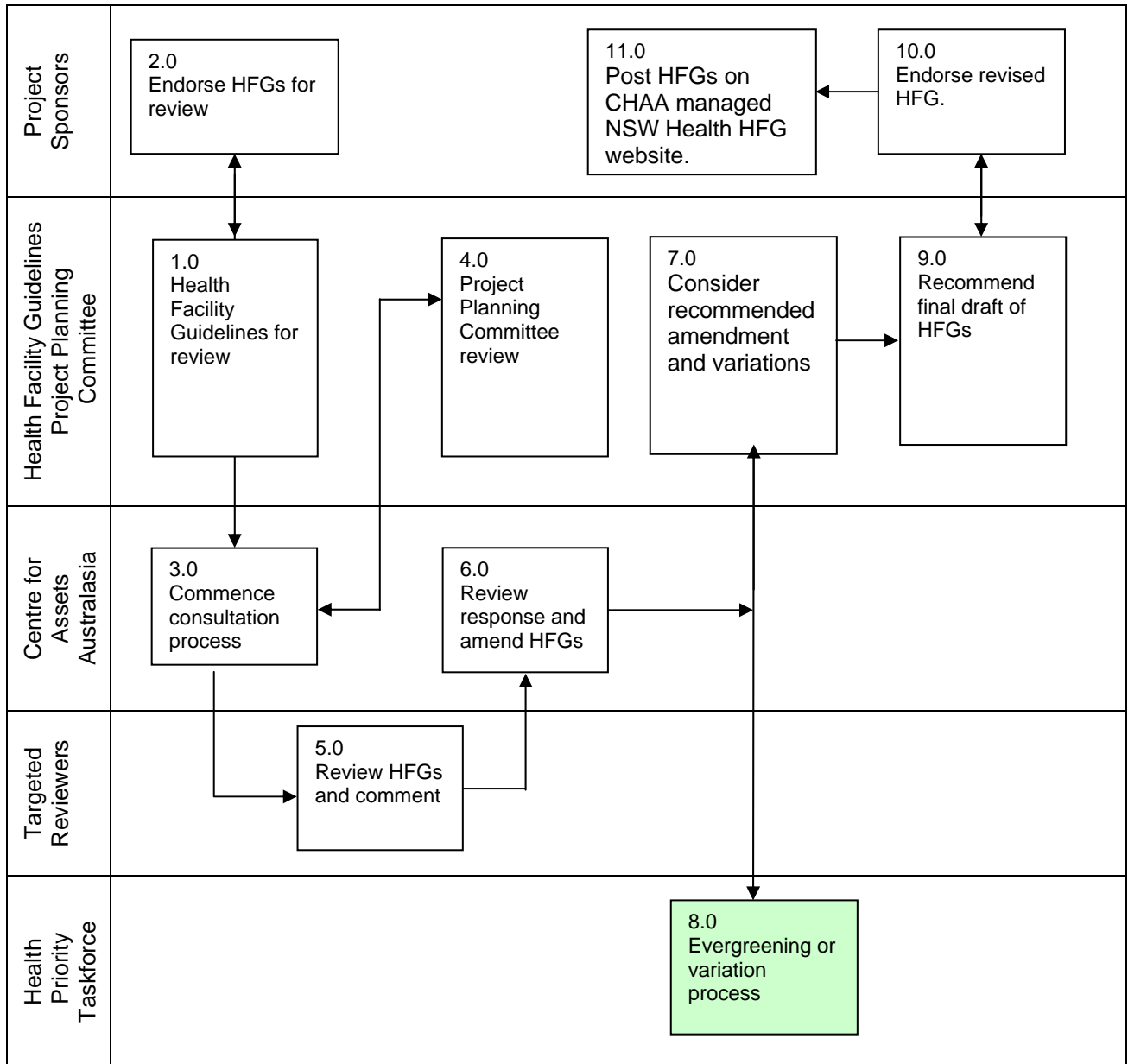




## **Health Facility Guidelines Review Process**



## SUPPORTING DOCUMENTATION FOR REVIEW PROCESS MAP

Process Ref	Process Title (as per process map)	Comments
1.0	Health Facility Guidelines for review	The Project Planning Committee recommends the next set of Health Facility Guidelines for review. The recommendations are aligned with a number of major projects currently in planning to ensure the Guidelines addresses HPUs to be built. The review process for all revised HFGs will be every 2 years.
2.0	Endorse HFGs for review	The Project Sponsors (Director Asset & Contract Services and Director Statewide Services Development Branch) endorses the project governance, funding and HFGs for revision.
3.0	Commence review process	CHAA is advised of DoH's endorsement and commences the review process. CHAA is responsible for documenting the review process to ensure that changes to SOAs and text are justified and evidence based. CHAA is also responsible for preparing consultation letters and to establish a list of reviewers from the Industry.
4.0	PPC review	A first draft of Schedules and text of specific HPUs are issued to PPC members for review and comment. The HFGs incorporating comments from PPC are redrafted for review by targeted reviewers (clinical & industry).
5.0	Review of HFGS and comment	Targeted reviewers with specific expertise in the HPU will be contacted and issued a set of documents for review, including a template for comments.
6.0	Review response and amend HFGs	CHAA will consolidate all responses from the targeted reviewers and recommend amendments to the HFGs, including significant variations to the PPC.  Advice from the Health Priority Taskforce (HPT) will be sought where no clinical expert body is available and relevant clinical HPT group exists. When advice is provided by HPT it will be incorporated into the HFG prior to the issue of the final draft.
7.0	Consider recommended amendment and variations	PPC will consider the recommended amendments and variations. Significant variations will be submitted to the Project Sponsors and Deputy Director, Health System Performance.

<b>Process Ref</b>	<b>Process Title (as per process map)</b>	<b>Comments</b>
8.0	Evergreening or variations process	Refer to the Evergreening or variations process.
9.0	Recommend final draft of HFGs	The final draft prepared by CHAA will incorporate reviewers' comments. PPC will recommend the endorsement of the HFG final draft.
10.0	Endorse revised HFGs	The final draft is submitted to the Project Sponsors for endorsement. It will also include a suite of standard components reviewed by CHAA.
11.0	Post HFGs on CHAA managed NSW HFG website.	Endorsed Guidelines and standard components are posted on CHAA managed NSW HFG website. CHAA to email the additional HFGs via email to the Industry.