

Australasian Health Facility Guidelines Development & Review Process 2009

Legend

Jurisdiction Responsibility, timeframes

CHAA Responsibility and timeframes

Resource Allocation for development of 1 HPU

Duration: Total 212 days (including CHAA 67 days + AHIA 145 days)

Issue: 12.03.09

Updated: 16.03.09

Reissue: 17.03.09

Note: this document is to be read in conjunction with CHAA document 'Governance Structure & Review Process'

Tasks for production of 1 HPU		Time required for CHAA research development	Time required for AHIA review process	Total number of Days
1.0	HPU scoping document Duration: Total 14 days(including CHAA 4 days + AHIA 10 days)	4 days	10 days	14 days
1.1	Produce HFG scoping document to define scope of works for specific HPU CHAA Tasks: <ul style="list-style-type: none"> • Preliminary review other facility guidelines and clinical guidelines. • Preliminary review recent project briefs • Preliminary review Health Department Guidelines / Policies • Preliminary review Articles CHAA Output: <ul style="list-style-type: none"> • One page Scoping document to define the scope of work for specific HPU • CHAA to issue scoping document per each HPU for review by all jurisdictions 	2 days		
1.2	Jurisdictional comment and approval of scoping document		10 days for 1.2 and 1.3	
1.3	Comment on HFG scoping document		See 1.2	
1.4	Endorse HPU for production or revision CHAA Tasks: <ul style="list-style-type: none"> • CHAA to collate all jurisdiction responses and revised scoping document CHAA Output: <ul style="list-style-type: none"> • Updated Scoping document as per jurisdictions review comments • CHAA to issue final HPU Scoping document and seek endorsement from The Australasian HFG Steering Committee (AusHFG SC) 	2 days		

2.0	Information Gathering Duration: Total 20 days (including CHAA 15 days + AHIA 5 days)	15 days	5 days	20 days
2.1	CHAA to undertake background research on specific HPU and to coordinate with jurisdiction nominated clinical representative to develop background paper CHAA Tasks: <ul style="list-style-type: none"> • CHAA to nominate representative to coordinate the development of background document on the HPU • Background research process on the development of specific HPU: <ul style="list-style-type: none"> ○ Literature search ○ Outline model of care, care methods, changes over 5 years, future changes expected, work force, technology etc CHAA Output: <ul style="list-style-type: none"> • CHAA to summarise key questions relating to the physical structures and spaces for distribution to Jurisdiction-nominated representatives <ul style="list-style-type: none"> ○ Research notes ○ List of references ○ Records of interview and conversation ○ Draft Table of Content for background paper 	15 days		
2.2	Jurisdiction nominated spokes person to coordinate local key HPU clinical representatives and relay consolidated information to CHAA		5 days for 2.2 and 2.3	
2.3	Advise HPU specific matters		See 2.2	
3.0	Development of background paper and Preparation of first draft (for revised HPU, HPU specific standard components to be included in first draft documents) Duration: Total 105 days(including CHAA 20 days + AHIA 85 days)	20 days	85 days	105 days
3.1	CHAA to collate all research info and advice from all jurisdictions, produce background paper (2 pages) and produce first draft of HPU. Both documents distribute to all jurisdictions' nominated representatives for review and agreement in face-to-face meeting CHAA Tasks: <ul style="list-style-type: none"> • CHAA to prepare background paper prior for distribution to all jurisdiction prior to face to face meeting. The purpose of background paper is for review and agreement at face to face meeting and includes: <ul style="list-style-type: none"> ○ Summary of background issues ○ Collation of each jurisdiction position and rational for variable including type of evidence and research ○ To develop a consensus statement if possible • Maintain records of all jurisdictions clinical experts participate in the review process • Preparation of first draft (for revised HPU, HPU specific standard components included in first draft documents) • CHAA internal QA of first draft 	10 days for preparation of background paper 10 days for preparation of first draft of HPU		

	<p>CHAA Output:</p> <ul style="list-style-type: none"> • 2 pages background paper including reference • List of reviewers/ clinical expert • First draft of HPU • QA Checklist 			
3.2	Receive background paper / first draft of HPU and issue to jurisdiction clinical experts to review prior to face-to-face meeting		See 3.3	
3.3	Review background paper./first draft of HPU and produce a consolidated set of comments for discussion in face-to-face meeting Note that AHIA reserves the right to withdraw an HPU from further development at this stage.		85 days (per NSW internal process requirement)	
4.0	Face to Face Meeting Duration: Total 18 days(including CHAA 13 days + AHIA 5 days)	13 days	5 days	18 days
4.1	Jurisdiction clinical expert endorses comments and submits to jurisdiction nominated representative		5 days	
4.2	<p>Nominated representatives attend meeting and resolve any cross-jurisdictional issues</p> <p>CHAA Tasks:</p> <ul style="list-style-type: none"> • CHAA to call face-to-face meeting, (total number of meetings is 3 per year as suggested by AHIA final number is yet to be confirmed) • Keeping meeting records <p>CHAA Output:</p> <ul style="list-style-type: none"> • Meeting agenda • Meeting notes/ minutes (to record all issues discussed and outcomes for action) 	<p>1 day for meeting</p> <p>2 days for preparation of meeting paperwork</p>		

4.3	<p>CHAA update background paper and to update final draft to reflect outcome of face-to-face meeting. QA check of final draft by CHAA</p> <p>CHAA Tasks:</p> <ul style="list-style-type: none"> • update background paper • update final draft to reflect outcome of meeting: <ul style="list-style-type: none"> ○ For simple HPU - final draft will be issued for jurisdiction endorsement ○ For complex HPU - Final draft will be reissued to jurisdiction for jurisdiction review process with comments recorded in comment forms • QA of final draft <p>CHAA Output:</p> <ul style="list-style-type: none"> • Updated background paper • Final draft of HPU(for revised HPU, HPU specific standard components to be included) • QA final draft check list 	<p>5 days for update background paper and QA check of final draft</p> <p>5 days for preparation of final draft of HPU</p>		
5.0	<p>New or Revised Guidelines Review Duration: Total 50 days (including CHAA 10 days + AHIA 40 days)</p>	10 days	40 days	50 days
5.1	<p>CHAA to distribute HPU guideline final draft to all jurisdictions for checking against agreed background paper, and jurisdictions final review process.(All comments are recorded on comment form for future tracking purposes. CHAA to collate comment and update final draft</p> <p>CHAA Tasks:</p> <ul style="list-style-type: none"> • issue final HPU document to all jurisdictions for final review • Collating and keeping records of review comments • Issue updated final HPU document to all jurisdictions for endorsement • QA of final HPU document <p>CHAA Output:</p> <ul style="list-style-type: none"> • Final HPU document(for revised HPU, HPU specific standard components to be included) • QA final HPU document check list • List of Reviewers for jurisdictions approval process 	10 days		
5.2	Review Guideline with clinical expert to ensure document in accordance with the agreed background paper		40 days for 5.2 and 5.3(per NSW internal process requirement)	
5.3	Clinical expert to participate in jurisdiction review process		See 5.2	

6.0	Final HFG Approval & Submission Duration: Total 5 days (including CHAA -5 days)	5 days		5 days
6.1	Endorse & recommend for approval by PPC			
6.2	Formally receive endorsement of HFG from all jurisdictions and approve release			
6.3	Publish HPU on CHAA-managed Australasian HFG website (including data entry and website document upload) CHAA Tasks: <ul style="list-style-type: none"> • Convert endorsed HPU document to database format • QA of HPU database document • Upload document to Australasian HFG website CHAA Output: <ul style="list-style-type: none"> • Endorsed HPU document accessible via Australasian HFG website • QA final HPU database document checklist 	5 days		
Total Numbers		67 days	145 days (per AHIA internal process requirement)	212 days