



## NZGG Guideline Development Team Process

At the first meeting it is useful to discuss and reach collective agreement on the following;

- Acceptance and tolerance of varying viewpoints
- Open discussion
- Declaration of any conflict of interest. These should be both real and perceived conflicts of interest by the members of the group.
- Agreement that ***evidence trumps opinion***
- Outline of expected workload
- Agreement of contribution by reading/sifting evidence and other printed material
- Commitment to attending the meetings, i.e negotiate time off work, arrange backup
- Organising fees and reimbursement arrangements
- Define any areas of confidentiality
- Agreement not to publish information prepared for group or about the group without agreement of the group
- Agree that media statements to be done in conjunction with, or at the direction of the group (e.g particular guideline development team members could be given this task)
- Agree that guideline development team members who are present in their capacity as representatives identify any controversial information that arises during the guideline development team process that they consider needs to be shared with their constituency. A representative in this position should let the group know what information is at issue and explain the reasons why this information needs to be discussed with a wider group. A representative needs to balance the need for confidentiality with consultation and accountability expectations.

## **Define the aim and target audience for the guideline**

Before proceeding, the guideline development team should clarify the purpose and focus of its task and identify the anticipated audience/s for the guideline.

This should involve careful description of the following;

- The condition/situation at issue (the appropriate prescribing of HRT is not a condition)
- The type of care providers for whom the guidelines are intended
- The groups of consumers for whom the guidelines are relevant
- Description of consumers not covered by the guidelines (eg inclusion and exclusion criteria where applicable)
- Type of setting in which the guidelines will be used
- The specific interventions to be critiqued for the purposes of the guideline

It is essential that written information (eg leaflet, information sheet) based on the guideline, be developed for consumers as a way of informing them of the recommended best practice based on evidence.