## PROCESS FOR DEVELOPMENT OF GMMMG GUIDANCE

Step 1: Topic submitted or identified and scoping requested; GMMMG scoping template provided to author.

Step 2: Scoping template submitted to GMMMG, the author may be invited to attend to aid discussion. GMMMG consider topic and if accepted assign priority and subgroup to support guidance production (sample prioritisation criteria used by GMMMG groups).

Step 3: GMMMG subgroup contacts applicant to coordinate a working group

GM Central Team / RDTC to support and coordinate local communication

Central Team / RDTC to contact working group to request and collate declarations of interest prior to the work commencing.

Step 4: Summary of DoIs sent to Subgroup (Chair and Deputy as a minimum) for approval to proceed.

Subgroup consider scoping document and provide further direction to working group on the content and development of the topic, and the intended outcomes.

Step 5: Working group produce a first draft and submit to Central Team/RDTC - should include all relevant details including proposed RAG status, safety warnings, etc.

Central Team/RDTC perform clinical check using appropriate clinical checlist. Any suggested amendments communicated to working group. Updated versions returned to Central Team/RDTC; any changes checked.

Step 6: Draft approved for consultation by subgroup and opened for GM-wide consultation via GMMMG website for a minimum of 6 weeks.

RDTC / Central Team send weekly emails to locality MO leads, Trust Chief Pharmacists and Associate Medical Directors to ask their clinicians to engage in consultation. Consultation templates used to gather comments and check all localities and Trusts are in support.

Step 7: Consultation comments are received into the RDTC, RDTC/Central Team consolidate comments and check against evidence, highlighting areas of the draft guidance requiring attention.

Step 8: Working group produce revised "post consultation" version of guidance, highlighting changes made or comments not taken forward. Approval checklist completed.

Step 9: Final version of guidance + approval checklist sumitted to appropriate subgroup for recommendation to GMMMG. Subgroup complete GMMMG submission paper detailing the intended outcomes of guidance, and commissioning and financial impacts where expected.

Step 10: GMMMG consider guidance and agree to support submission to CEGC for approval. GMMMG add guidance to their monitoring schedule and direct subgroup as to monitoring required.

Step 11: GMMMG submit to CEGC for approval.

Step 12: If financial impact anticipated (cost +ve or -ve), CEGC submit appoved decisions to GM Executive for approval and implementation.

Step 13: Following approval by CEGC and / or GM Exec, guidance uploaded to GMMMG website and its availability communicated out to stakeholders.

## Approximate timescales

Time taken to complete the development process is very variable, and is affected by factors such as GMMMG priorities, capacity of authors and reviewers, complexity of the piece, and subgroup workload. The below are the minimum possible timescales for publication once a piece has been submitted to a GMMMG subgroup for review and consultation. Please note that these estimates assume that the subgroup meets monthly, and that any number of factors could introduce delay.

To reduce the risk of delay please ensure that every process step is followed, and discuss with RDTC or GM Central Team for advice if needed.

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| First draft submitted to GMMMG subgroup | -10 days |
| Subgroup meets and discusses the first draft | Day zero |
| Standard GM-wide consultation | Six weeks |
| Authors review consultation comments | Varies with comment complexity and volume |
| Updated draft submitted to GMMMG subgroup | Week 8 at earliest, week 12 more likely |
| Approved draft submitted to GMMMG | 1-5 weeks, dependent on meeting schedule |
| Approved draft submitted to CEGC | 1-5 weeks, dependent on meeting schedule |
| Approved draft submitted to GM Executive | 1 week |
| **Total minimum possible timescale** | **Twelve to sixteen weeks** |