

Clinical Pathway Development / Review Checklist

Name of Clinical Pathway:

MR #

Development or Review: Development Review

Date Completed

Initials

Determine if appropriate to develop or review

- Paths should be reviewed at least every two years, or at any time patient management changes or content is outdated
- If developing a clinical pathway ensure that the patient group is a well defined population- speak with Care Coordination Manager before proceeding

Select team, educate and collect feedback:

- Select a multidisciplinary team- this should include Consultant or Surgeon, Registrar and/or Fellow, Nurses (including from other wards), Allied Health, and any other staff who are involved in the planning or delivery of the care for this patient group
- If required, contact the Care Coordination Manager to discuss with the team the principles of clinical pathways and explain their role in the development or review of the Clinical Pathway
- Collect feedback and any literature or resources from team

Gather information

- Conduct thorough literature search for diagnosis/procedure with assistance from librarians, aim to gather information from research, texts, external guidelines/protocols, systematic reviews etc.
- Search the intranet for existing policies, guidelines and health information
- Research management at other hospitals via internet, phone or visit- gather any information or data they are willing to share

Evaluate current practice

- If developing a new path, create a flow chart of current management of this patient group
- If reviewing a clinical pathway audit usage and compliance of documentation
- Audit medical record details of current management
- If possible, also evaluate:
 - Current practice by observation or discussion with clinical staff
 - Collate and analyse variance information
 - Length of stay / Cost
 - Parent feedback

Compare current management to information gathered

- Question current practice, particularly interventions with little evidence base
- Compare RCH data with any external data gathered

Team meeting

- Arrange a meeting for all members of the team
- Provide all data collected on current RCH performance & external information
- If developing a clinical pathway, formulate flow chart of ideal care for the patient group
- If reviewing, the team should discuss any changes to practice required, and subsequently changes to be made to the path

Create draft- circulate for comments

- Develop 1st draft, or list of changes
- Distribute to team (incl. Care Coordination Manager) provide maximum of two weeks for return

Review of changes

- Make adjustments as necessary based on feedback
- If necessary, meet with multidisciplinary team to finalise details of Clinical Path (continue to consult with team until changes are agreed upon)

Provide final draft to Consultant or head of department for approval

Signature:

Name:

Date:

Finalise clinical path / changes

- Send content of path or list of changes to Care Coordination Manager

Implement

- Clinical pathway will be posted online
- Ensure all old versions of the clinical pathway are removed and replaced with new version
- Educate all staff about the changes through in-services, memos, posters etc.
- Include information about the diagnosis / procedure, audit results and changes to practice