### Clinical Pathway Development / Review Checklist

<table>
<thead>
<tr>
<th>Name of Clinical Pathway:</th>
<th>MR #</th>
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<tbody>
<tr>
<td>Development or Review:</td>
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<tr>
<td>Date Completed</td>
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<td>Initials</td>
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#### 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- Paths should be reviewed at least every two years, or at any time patient management changes or content is outdated.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 analyze 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:

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#### 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.

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