

References for Guidelines, Policies and SOPs

RWT and WHT Joint Statement

The responsibility lies with the author of the guideline and the library service can assist when and where required.

Author responsibility

- A comprehensive evidence search should be conducted by the author using evidence-based resources to identify current information related to the policy.
- Appropriate databases can be found via the NHS Knowledge and Library Hub, an OpenAthens account is required to access these resources.
- Authors may also wish to check Cochrane Library, NICE and professional body guidelines.
- Refer to the latest guidance on ClinicalSkills.net <https://www.clinicalskills.net/>
 - RWT contact Nurse Education
 - WHT contact Faculty of Research & Clinical Education
- Citations and references must be supplied for key documents consulted to support the validity of the policy.
- References should be current, up-to-date and include details so they can be found again by other readers.
- Formatting of references is the author's responsibility.

Library and Knowledge Services responsibility

- RWT contact rwh-tr.Belllibrary@nhs.net or 01902 695322
- WHT contact wht.library.service@nhs.net or 01922 656628
- An evidence search service can be requested via Library and Knowledge Services.
- Training on accessing and searching evidence-based resources.

Current Statements in RWT and WHT Joint Policy Templates

Appendix 1. WHT guidance on Evidence for Best Practice in templates for Trust wide guidelines, policies and SOPs

10.0 References

Evidence for Best Practice

When policies are formulated or updated, the evidence base must be consulted to ensure best practice. Key documents identified should be reviewed to assess their relevance for informing the policy.

A comprehensive evidence search should be conducted by the author using evidence-based resources to identify current information related to the policy. An evidence search service can be requested via Library and Knowledge Services, contact wht.library.service@nhs.net or 01922 656628. Citations and references must be supplied for key documents consulted to support the validity of the policy.

All references to appendices and attachments within the body of the document must be highlighted in blue and all hyperlinks inserted.

Checklist for the Review and Approval of Procedural Documents

5.	Evidence Base		
	Has a comprehensive literature search been conducted to identify best evidence to inform the policy?		
	Have the literature search results been evaluated and key documents identified?		
	Have the key documents been critically appraised?		
	Are key documents cited within the policy?		
	Are cited documents referenced?		

Appendix 2. WHT guidance on reference formatting in templates for Trust wide guidelines, policies and SOPs

Reference formatting

References should be current, up-to-date and include details so they can be found again by other readers. Formatting is the author's responsibility.

Guidelines and similar

As a minimum, guidelines, reports, Cochrane systematic reviews, and books must include the following:

1. First author
2. Date of publication
3. Title (including edition for books if it is not the first edition)

Hyperlinks should be included if the cited document is from a large organisation and unlikely to change in the near future (i.e. from NICE or the Department of Health and Social Care).

Example of the minimum:

NICE (2020) Joint replacement (primary): hip, knee and shoulder
<https://www.nice.org.uk/guidance/ng157>

Journal articles

As a minimum, journal articles must include the following:

First author

Date of publication

Article title

Journal (abbreviation is acceptable)

Volume number

Page numbers

Example of the minimum:

Furukawa, M (2018) Muddy puddles - the microbiology of puddles located outside tertiary university teaching hospitals. *Lett Appl Microbiol*, 66:284-292.

Acts of Parliament

As a minimum, Acts of Parliament must include the following:

Title and year of act

Example of the minimum: Data Protection Act 2018

Appendix 3. RWT guidance from the Template for Trust-Wide and Local Procedure/Guidelines OP01 and Attachment 3 Template for a Trust Policy

From OP01 Pg45

2.0 Accountabilities/Responsibilities 2.1 The author is responsible for the development of a local procedural document or guidelines. They will ensure that new and amended documents are developed, approved and maintained in accordance with SOP. The author must ensure appropriate consultation has been undertaken for all new and revised documents. The author is responsible for identifying implementation actions in liaison with the manager responsible for the area in which the local document applies. The author is responsible for updating all agreed changes throughout the process and providing a final approved copy of the document to the Directorate management team for file, and ultimately to the Intranet management team for publication

From OP01 Attachment 3 Pg 3

10.0 References - Legal, professional or national guidelines must underpin policies and be referenced here. Where appropriate cross references must be made to other policies.

All references to appendices and attachments within the body of the must be highlighted in blue to enable hyperlinks to be incorporated.

Evidence checklist

There appears to be no checklist specifically for RWT in current policies.