

Scottish Paediatric and Adolescent Rheumatology Network

Checklist for clinical guidance development, review, approval and posting on SPARN website

Process	Done	N/A	Date	Initials
Literature search and review of available evidence	☐	☐		
Review national and international guidance	☐	☐		
Review previous guidelines/ask other centres if appropriate	☐	☐		
Consult key stakeholders:				
Medical staff	☐	☐		
Specialist Nurses	☐	☐		
Physiotherapists	☐	☐		
Pharmacy	☐	☐		
Patients and Families	☐	☐		
Other	☐	☐		
Collate information and produce draft guideline	☐	☐		
Ensure guideline contains review date (max 3 years hence)	☐	☐		
Submit to SPARN steering group for review (see Appendix 1)	☐	☐		
Decision made by SPARN steering group	☐	☐		
Guideline re-drafted and submitted to SPARN steering group	☐	☐		
Final guideline accepted	☐	☐		
Guideline posted on SPARN website & review date noted	☐	☐		

Date	
Signature	

Approved: February 2026

Review: February 2029

NSD610-013.07 V3

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SPARN
Checklist for Clinical Guidance Development

Section	Question	Yes	No	N/A	Date	Signature
Scope and Purpose	1) Has the author demonstrated a need for a clinical guideline adequately?	☐	☐	☐		
	2) Are the overall objectives specifically described?	☐	☐	☐		
	3) Are the clinical question(s) covered specifically described?	☐	☐	☐		
	4) Are the patients to whom it is meant to apply specifically described?	☐	☐	☐		
	5) Does the title accurately reflect the content and scope?	☐	☐	☐		
Stakeholder Involvement	6) Is there a clearly defined authorship?	☐	☐	☐		
	7) Did the guideline development group include individuals from all relevant professional groups?	☐	☐	☐		
	8) Are the target users of the guideline clearly defined?	☐	☐	☐		
Costs	9) Have the potential cost implications of applying the recommendations been considered?	☐	☐	☐		
Clarity and Presentation	10) Are the recommendations specific and unambiguous?	☐	☐	☐		
	11) Are the key recommendations easily identifiable?	☐	☐	☐		
Review	12) Does the guideline contain a review date?	☐	☐	☐		

Date	
Signature	

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