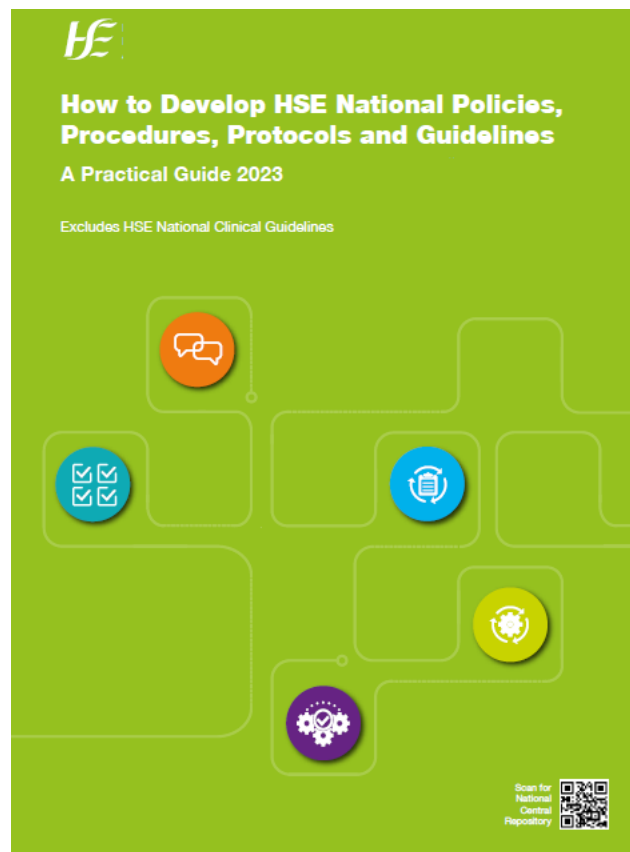




FAQ guide for staff:

How to Develop HSE National Policies, Procedures, Protocols and Guidelines

A Practical Guide 2023





How to Develop HSE National Policies, Procedures, Protocols and Guidelines A Practical Guide 2023

Q1:	Does this guide replace the 2016 Framework for Developing PPPGs?
A:	Yes. The Practical Guide has been effective from 05/12/2023.
Q2:	What are National PPPGs?
A:	Policies, procedures, protocols or guidelines developed at a national level to support local implementation groups in establishing consistency in all services across the country.
Q3:	What is included in scope of the guide?
A:	This guide applies to all HSE and HSE-funded services and covers all documents on any topic that is defined as a national policy, procedure, protocol or guideline.
Q4:	Are HSE National Clinical Guidelines included in the scope?
A:	At the time of publishing a separate guide was planned for clinical guidelines so it was decided to exclude this from the scope. As this has yet to be published, the Practical Guide can definitely be used for both National PPPGs and National Clinical Guidelines. If required, additional Department of Health guidance on developing national clinical guidelines can be found here .
Q5:	Who will use this Practical Guide?
A:	The guide is for all staff involved at any stage of National PPPG development across our health service.
Q6:	How is the new guide laid out?
A:	The core guide has two sections. <ul style="list-style-type: none">• Section 1 is about the five key stages of National PPPG development.• Section 2 is about reviewing and updating a National PPPG. Each section is set out as follows: <ul style="list-style-type: none">• Toolkit• Short introduction• key steps and activities• Tops tips
Q7:	What are the Toolkits for?
A:	The Toolkits are suggested links to resources that may help you progress your document.
Q8:	What are the stages of National PPPG development?
A:	The development of National PPPGs is a five stage approach, outlined as: deciding the need – planning – development – implementation – sustainability



Q9:	What is deciding the need stage?
A:	<ul style="list-style-type: none">• It is important to first decide if there is a need for any particular National PPPG.• All National Functions and teams across our health service must have a clear governance structure that prioritises National PPPGs being considered for development.• The topic being considered for development must be aligned with the right priority factors.• Multiple sources of information should be considered to decide if you should develop a National PPPG or not.
Q10:	What is the planning stage?
A:	<ul style="list-style-type: none">• Before any development is started on the document, good governance must be put in place such as identifying the Document Owner, Document Approver, Governance Group and Chair of Development Group.• This stage also includes establishing membership, identifying stakeholders, agreeing the type of document to develop, the scope, developing the terms of reference and declaring and managing any conflicts of interest.
Q11:	What is the development stage?
A:	<ul style="list-style-type: none">• HSE National 3PGs must be evidence based, so this stage includes gathering and evaluating the best available evidence. For support with evidence searching contact HSE Library• This stage also includes developing your guidance, recommendations, tools and resources, consultation and expert reviews, and approval.
Q12:	What is the implementation stage?
A:	This stage is about how to change current practice to the guidance and recommendations in the new or updated National PPPG.
Q13:	What is the sustainability stage?
A:	Sustainability activities are essential to make sure the guidance and recommendations in the National PPPG are fully put in place at local service delivery areas.
Q14:	Will we need to adapt our National PPPG training programme?
A:	Staff will need to do a gap analysis of their education programme against the Practical Guide and what guidance/template/tools are on the HSE National Central Repository, and identify their action plan for compliance.

For assistance contact the Repository team at ncr.team@hse.ie