FAQ guide for staff:

How to Develop HSE National Policies, Procedures, Protocols

and Guidelines

A Practical Guide 2023



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| **Q1:** | **Does this guide replace the 2016 Framework for Developing PPPGs?** |
| A: | Yes. The Practical Guide will be effective from 05/12/2023 and the framework will be stood down. |
| **Q2:** | **What are National 3PGs?** |
| A: | They are 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: | No. HSE National Clinical Guidelines are excluded from scope of this guide.  |
| **Q5:** | **Who will use this Practical Guide?** |
| A: | The guide is for all staff involved at any stage of National 3PG development across our health service. |
| **Q6:** | **How is the new guide laid out?** |
| A: | The core guide has two sections. * Section 1 is about the five key stages of National 3PG development.
* Section 2 is about reviewing and updating a National 3PG.

Each section is set out as follows:* Toolkit
* Short introduction
* key steps and activities
* Tops tips
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| **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 3PG development?** |
| A: | The development of National 3PGs is a five stage approach, outlined as: **deciding the need – planning – development – implementation - sustainability** |
| **Q9:** | **What is deciding the need stage?** |
| A: | * It is important to first decide if there is a need for any particular National 3PG.
* All National Functions and teams across our health service must have a clear governance structure that prioritises National 3PGs 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 3PG or not.
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| **Q10:** | **What is the planning stage?** |
| A: | * 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.
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| **Q11:** | **What is the development stage?** |
| A: | * HSE National 3PGs must be evidence based, so this stage includes gathering and evaluating the best available evidence. This can be supported by linking in with a librarian for literature reviews.
* This stage also includes developing your guidance, recommendations, tools and resources, consultation and expert reviews, and approval.
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| **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 3PG.  |
| **Q13:** | **What is the sustainability stage?** |
| A: | Sustainability activities are essential to make sure the guidance and recommendations in the National 3PG are fully put in place at local service delivery areas. |
| **Q14:** | **Will we need to adapt our National 3PG 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. |

**The HSE National Central Repository**

**Important Q&A for all HSE National 3Gs and all HSE National Clinical Guidelines**

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| **Q1:** | **Is it mandatory to use the National Template when developing HSE national policies, procedures, protocols, guidelines (3PGs) and clinical guidelines?** |
| A: | Yes use of the National Template is mandatory, no exceptions after 29/03/2024. All new documents and those due for revision should develop their document on the National Template, which is accessible on the [HSE National Central Repository](https://www2.healthservice.hse.ie/organisation/national-pppgs/?category=2&page=11#listingcontent). |
| **Q2:** | **Why has the National Template got a new cover page?** |
| A: | The new cover pages (2+3) of the National Template was developed in order to meet the document management requirements of the HSE National Central Repository. |
| **Q3:** | **Do all HSE National 3PGs and HSE National Clinical Guidelines need to be published on the HSE National Central Repository only?** |
| A: | Yes, all HSE National 3PGs and HSE National Clinical Guidelines must only be published on the [HSE National Central Repository](https://www2.healthservice.hse.ie/organisation/national-pppgs/?category=2&page=11#listingcontent).For assistance contact the team at ncr.team@hse.ie |