

## ICGP Quality and Safety in Practice Committee Toolkit for Quick Reference Guide Development

The aim of this guide is to provide authors of ICGP Quick Reference Guides (QRGs) with a toolkit to help them through the entire process of QRG development. The guides should be a synthesis of the evidence relevant to Irish General Practice.

This toolkit should be used in conjunction with the following documents:

- ICGP QSIP Proposal Form for New Quick Reference Guide Development
- ICGP QSIP Template for New Quick Reference Guides
- ICGP QSIP Protocol Development and Evidence Synthesis

These are available on the college website at:

[http://www.icgp.ie/go/in\\_the\\_practice/quality\\_initiatives](http://www.icgp.ie/go/in_the_practice/quality_initiatives) or on request from the Quality in Practice Committee project officer.

At all stages of the development process, support is available to authors from the college librarian and the Quality and Safety in Practice (QSIP) project officer and administrator. An eLearning Module on "Information Skills" is available at

[http://www.icgp.ie/go/courses/e\\_learning/6024AF5C-19B9-E185-835715B150DE7E3E.html](http://www.icgp.ie/go/courses/e_learning/6024AF5C-19B9-E185-835715B150DE7E3E.html).

The development process is divided into four steps as follows:

Step 1: Submit Proposal

Step 2: Create Guide

Step 3: Ensure referencing is correct

Step 4: Final edits, design and printing

### **Step 1: Submit Proposal**

The first step in the development of an ICGP QRG involves submitting a formal proposal to the Quality and Safety in Practice (QSIP) Committee for the development of the guide. The committee reviews proposals at its quarterly meetings and reserves the right to reject proposals. The Proposal form listed above "ICGP QSIP Proposal Form for New Quick Reference Guide development" must be used for this purpose

### **Step 2: Create Guide**

Once a proposal is accepted by the QSIP Committee, the process of QRG development may be commenced. All QRGs should be developed using the ICGP template "ICGP QSIP Template for New Quick Reference Guides" as listed above. A short summary document, an audit toolkit, and clinical cases to aid tutorials in practice should be created to accompany the QRG. Examples of audit toolkits previously created are available at

[http://www.icgp.ie/go/in\\_the\\_practice/quality\\_initiatives](http://www.icgp.ie/go/in_the_practice/quality_initiatives). The same format should be used for the audit toolkit as that in current use by the college.

The process of QRG development is a formative process and involves regular review of the documents by the QSIP Committee in order to provide feedback regarding the content. The Committee welcomes the opportunity to review drafts at an early stage such that feedback may be given to the author regarding the progression of the document early in the process. Formal reviews of draft versions of documents take place by the Committee on a quarterly basis. The project officer, administrator and librarian are available to provide feedback or answer queries on a more regular basis.

Quick reference guides should be concise, easy to read and evidence based. *We strongly recommend that authors use systematic review evidence where available.* The length/word count of the guide may vary depending on the subject matter but in general, the body of the guide (excluding Introduction, Table of contents and Appendices) should **not exceed 3000 words**.

All guides should adhere to the following criteria:

- The aims of the guide should meet the SMART criteria i.e. they should be specific, measurable, attainable, relevant and timely
- The target population should be clearly defined, using inclusion / exclusion criteria as appropriate
- Authoritative evidence should be used e.g. NICE, SIGN, Cochrane review, Clinical Evidence. ICGP guides should be based on modification of existing recognised guides for the Irish health care system where at all possible rather than developed de novo. A guide to performing the review is available.
- The evidence base for all recommendations should be clearly cited using the adapted version of the Oxford centre for evidence-based medicine 2011 levels of evidence (as per template).
- Recommendations should be specific, unambiguous and easily identifiable and there should be an explicit link between the recommendations and the supporting evidence
- The potential resource implications of applying the recommendations should be considered.
- Documents should be saved as Word documents using font Tahoma size 10. Final formatting is carried out by the ICGP Webmaster using an internal software package.
- Potential conflicts of interest of authors should be stated in the initial proposal and again clearly stated in the guide where authors are named
- Acknowledgments should be noted as appropriate.

- Funding received should be stated - all funding from external stakeholders must be accepted on an unconditional basis and comply with the ICGP policy on sponsorship
- All guides must be dated and procedures for updating every three years put in place.

### **Step 3: Ensure referencing is correct**

The Vancouver system of referencing should be adhered to throughout ICGP Quick Reference Guides. References are listed in numerical order as to how they appear in the body of the text.

The following online guide is essential reading in order to learn more about the Vancouver style of referencing, "Citing & Referencing Guide: Vancouver Style" (Imperial College London Library, June 2011) and is available at:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/Vancouver.pdf>

Other tips for Referencing:

- Ensure that you are as specific as possible and supply all relevant details for the references used e.g. include authors, title, publisher details, year of publication, or if a website is used then include the complete web address.
- Differentiate between essential references and those for further reading if necessary.
- You may also like to use reference management software e.g. RefWorks, Reference Manager, ProCite, EndNote. PubMed offers a free "My Bibliography" tool.

### **Step 4: Final edits, design and printing**

Once the quick reference guide document has received final approval by the committee, it will be forwarded to the librarian and the Webmaster for final editing, referencing, proofing, design +/- printing Please note this will take a minimum of four working weeks.

Printing costs will need to be discussed with and agreed by the QSIP Committee as most publications are web-based and thus do not incur printing costs. There is also very limited storage space available in the College for surplus copies of publications. Distribution needs to be considered and discussed with and agreed by the committee. For example, think about how the publication is to be distributed e.g. at a particular conference, mail-out or online only.