

**Nice Guidance is extracted and put on the Tracker**

- Medical Directors triage and allocate **Mental Health Guidance; Physical Health Guidance; and Primary Care Guidance.**
- Chief Pharmacist triage and allocate **guidance related to Medications.**

**Information Only Guidance**  
 Relevant guidance considered practice is sent out for information to relevant NICE Leads.

**Guidance needing Baseline Assessments**  
 Occasionally relevant NICE guidance requires a further review, a baseline assessment, to identify gaps in current practice and support planning to meet the recommendations.  
 The baseline assessment is sent to an allocated person to review and is given up to 4 months to complete.  
 Following completion the process varies slightly between Mental Health, Physical Health and Primary Care:

**For Mental Health services**  
 baseline assessment is shared with clinical leads for specific tailoring, and approval.

**For Physical Health services**  
 baseline assessment is feedback to the Quality Assurance Group.

**For Primary Care Services**  
 baseline assessment is shared in the Directorate Quality Assurance Group.

**Monthly Reporting**  
 The QA team produces a monthly summary report for the Quality Committee.

**If Gaps are identified**  
 Gaps and plans for meeting requirements are reported to local Quality Assurance Groups and to the Trust Quality Committee.

\* Where guidance is considered 'high impact', leads are encouraged to form task and finish groups to support the undertaking of the review.