COMPLETION CHECKLIST

• Have you left any recommendations <u>not assessed</u>? If they are not applicable to the Trust - then sa

• Have you put sufficient supporting notes? A report that comes back with few or no comments is li

• If you have relevant local procedural documents (policies/guidelines, etc) or patient leaflets that y

• Have you highlighted good practice where appropriate? For example; patient feedback , peer revi

• If something has been recently audited - say so - ideally quoting the audit project number and rec

• For every recommendation that you rate as either 'partially met' or 'not met'
    - have you indicated if this you consider this to be a risk to patients or not? If the risk is already
    - have you drafted out what possible actions are needed, etc?
    - if you think the guidance is perverse or unimplementable - say so
    - If you do something 'better' than what NICE recommend - say so

• Have you <u>agreed</u> the document with relevant stakeholders such as fellow team members?

• Be aware that the report may be passed on to others, including outside of UHBristol - try to limit

Let me know if the report tool, including the instructions and checklist can be improved!

███████████

NICE Manager

████

ay so, and indicate to whom it is relevant

ikely to be challenged

you use - give their titles (and url if on DMS)

ew report, recognised by CQC, etc

ent result

logged on the DATIX risk register, say so.

obscure jargon and abbreviations.

28-Mar
26-Jun