DEVELOPING PUBLIC HEALTH GUIDELINES OR ADVICE

**Step 1:** Identify which organisations will assist with and provide funding for the project.

*Primary responsibility:* NHMRC

**Step 2:** Establish a committee of experts to advise on the project.

*Primary responsibility:* NHMRC

*Possible consultation points:* NHMRC Council, public call for expressions of interest, nominations from relevant organisations and professional bodies.

**Step 3:** Consult with stakeholders on the most important topics to include. Explore how much evidence is available on different topics, and where there are gaps.

*Primary responsibility:* Expert committee

*Possible consultation points:* Scoping reviews, stakeholder survey, targeted consultation

**Step 4:** Formalise the scope of the project.

*Primary responsibility:* Expert committee, NHMRC

*Possible consultation points:* Public call for supporting evidence

**Step 5:** Develop research questions to guide the review of the evidence.

*Primary responsibility:* Expert committee

**Step 6:** Contract external evidence reviewers to conduct research to answer the research questions.

*Primary responsibility:* NHMRC

**Step 7:** Contract independent methods experts to ensure the evidence review methods are appropriate.

*Primary responsibility:* NHMRC

**Step 8:** Develop research protocols to guide the evidence reviews.

*Primary responsibility:* External evidence reviewers, Expert committee, Independent methods experts, NHMRC

**Step 9:** Conduct the evidence reviews following the research protocol.

*Primary responsibility:* External evidence reviewers

**Step 10:** Apply quality assessment processes to the evidence to ensure the quality is appropriate and relevant to the project.

*Primary responsibility:* External evidence reviewers, Independent methods experts, Expert committee
Step 11: Consider the findings of the evidence reviews along with key public health considerations such as equity, feasibility and cost. Draft guidelines or advice based on this information.

**Primary responsibility:** Expert committee

**Possible consultation points:** Consumer testing/feedback

NHMRC Council approved public consultation on draft product

Step 12: Seek feedback from the public and key stakeholders on the draft guidelines or advice.

**Primary responsibility:** NHMRC

**Possible consultation points:** Public consultation, Targeted consultation

Step 13: Consider consultation submissions and revise the draft guidelines or advice.

**Primary responsibility:** Expert committee

Step 14: Seek independent expert review of the revised draft guidelines or advice.

**Primary responsibility:** NHMRC

**Possible consultation points:** Independent expert review

Step 15: Consider feedback from independent expert reviewers. Update the revised draft guidelines or advice if required.

**Primary responsibility:** Expert committee

Step 16: Develop communications materials for target groups such as fact sheets.

**Primary responsibility:** Expert committee + NHMRC

**Possible consultation points:** Consumer testing/feedback

Step 17: Present the guidelines or advice to the Council of NHMRC and other principal NHMRC committees for endorsement.

**Primary responsibility:** NHMRC

Step 18: Approval by NHMRC Chief Executive Officer and the public release of the guidelines or advice.

**Primary responsibility:** NHMRC

Processes used to develop clinical guidelines may vary.