

## NHMRC guideline approval process roles and responsibilities

This flowchart provides a summary of the roles of guideline developers, the Office of NHMRC (ONHMRC) and NHMRC Council at each stage of the NHMRC guideline approval process

Stage	Developer	ONHMRC	NHMRC Council
<b>1</b> <b>Register</b> (allow 4 weeks for NHMRC to respond)	<ul style="list-style-type: none"> <li>• <b>Contact</b> NHMRC to discuss eligibility before you start developing your guideline</li> <li>• <b>Provide</b> needs analysis and other key details via the Registration Form</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Assess</b> information provided at registration</li> <li>• <b>Write</b> to the NHMRC CEO to seek consideration of the guideline for approval</li> <li>• <b>Organise</b> meeting to discuss next steps (if registration is accepted)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NHMRC CEO may seek advice</b> from Council before deciding on consideration of the guideline</li> <li>• <b>Note</b> the newly registered guideline and its clinical topic area</li> </ul>
<b>2</b> <b>Develop</b>	<ul style="list-style-type: none"> <li>• <b>Establish</b> guideline development group</li> <li>• <b>Complete</b> systematic reviews of evidence</li> <li>• <b>Submit</b> progress report and nominate independent clinical (peer) reviewers 6 months before public consultation</li> <li>• <b>Notify</b> NHMRC of public consultation dates</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review</b> progress report to identify any major issues or gaps</li> <li>• <b>Contact</b> independent clinical (peer) reviewers</li> <li>• <b>Contract</b> independent methodological reviewers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Note</b> the estimated dates for public consultation and submission for consideration by Council</li> </ul>
<b>3</b> <b>Consult</b> (at least 30 days)	<ul style="list-style-type: none"> <li>• <b>Publish</b> notice inviting public submissions</li> <li>• <b>Conduct</b> public consultation (minimum 30 days)</li> <li>• <b>Document and respond</b> to submissions</li> <li>• <b>Review</b> feedback from independent reviews</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Commission</b> independent reviews (methodological and clinical expert reviews)</li> <li>• <b>Provide</b> de-identified feedback from reviews</li> <li>• <b>Help promote</b> public consultation by sending the invitation to Council and publishing a notice on Tracker newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide</b> feedback on the draft guideline</li> <li>• <b>Promote</b> consultation within networks</li> <li>• <b>Seek</b> advice from jurisdictions</li> </ul>
<b>4</b> <b>Submit</b> (at least 8 weeks before Council meeting)	<ul style="list-style-type: none"> <li>• <b>Confirm</b> submission date with NHMRC</li> <li>• <b>Submit</b> final draft guideline and other companion documents</li> <li>• If asked, <b>join</b> the guideline session at Council meeting as a guest</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Schedule</b> guideline for NHMRC Council meeting</li> <li>• <b>Review and prepare</b> the submission documents for consideration by Council</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review and consider</b> the draft recommendations</li> <li>• <b>Advise</b> the NHMRC CEO to approve or not approve the recommendations</li> </ul>
<b>5</b> <b>Publish</b>	<ul style="list-style-type: none"> <li>• <b>Publish</b> guideline within 16 weeks of NHMRC approval</li> <li>• <b>Make</b> guideline freely available</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide</b> instructions on publishing requirements and use of NHMRC logo</li> <li>• <b>Publish</b> approval announcement in NHMRC Tracker newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Note</b> that the guideline has been published</li> </ul>
<b>6</b> <b>Disseminate</b>	<ul style="list-style-type: none"> <li>• <b>Implement</b> dissemination plan</li> <li>• <b>Engage</b> with stakeholders and promote guideline</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide</b> information on NHMRC website</li> <li>• <b>Support</b> dissemination efforts</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Support</b> dissemination within Council members' networks where relevant</li> </ul>