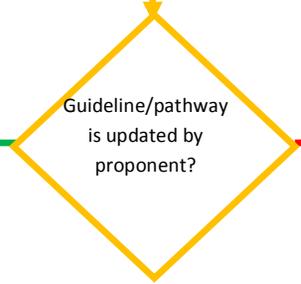


Guidelines coordinator notifies the proponent that referral guidelines, Clinical Practice Guidelines, and/or Clinical Pathways are due for review 10 weeks out from expiration date*. ...Gives suspense of 6 weeks for review and/or update.



Yes

No

Specialty Care proponents email updated or new** guidelines/pathways back to guidelines coordinator.

Guideline/pathway is not reviewed and updated by the Specialty Care Proponent within 6 week

Guideline coordinator emails updated (or new) guidelines/pathways to SCQMG Chair at least 2 weeks prior to SCQMG Meeting.

All guidelines not received by Referral Guideline coordinator in time to be forwarded to SCQMG Chair by for 2 week or more review period before SCQMG meeting will be placed in queue for the next SCQMG meeting.

SCQMG chair forwards guidelines to SCQMG, PCQMG Chair and Primary Care Chiefs for 2 week comment period. A No-Response will be considered a defacto approval.

Guideline coordinator will report status to the SCQMG of all guidelines/pathways due that have not been received; e.g. delayed but being reviewed by proponent, late due to non-contact or non-compliance.

Following 2 week review/comment period, consensus is reached. The guidelines/pathways will be discussed at the SCQMG meeting (4th Mon.) If no consensus is reached, an additional 2 week review period will ensue.

SCQMG discusses status and decides if action is required. Deadline is extended, guideline is suspended or action, if necessary is taken to secure compliance for review.

SCQMG Chair forwards approved guidelines to Med Staff Executive Committee for final approval. MSEC notifies SCQMG of approved guidelines and/or those requiring revision.

Approved guidelines are posted on the web by Guidelines Coordinator. Electronic copies are maintained in SharePoint library. Master spreadsheet is updated.

*** Referral and Clinical Practice Guidelines are due for review every three years, but can be reviewed and updated more often if necessary.**

****New Referral and Clinical Practice Guidelines are approved by the same processes.**