**PIER Guideline Pre-website Upload Checklist**

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| Document: | *Insert name of document* |
| Author: | *Insert author name (i.e. the person completing this checklist)* |
| Date: | *Insert date of completion* |

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| Criteria to be met | Comments |
| Confirm version number. Check against latest version available on PIER | *On front page* |
| Confirm approval group including, chair of group and date of approval | *On front page*  *Should be either a regional clinical network or alternatively PIER regional group* |
| Confirm consultation taken place, including pharmacy | *Should be appendix A*  *Detail of consultation taken place including timeframe and actions as a consequence of this should be described* |
| Ensure a flowchart or quick reference guide is included within the document | *Confirm a flowchart included*  *If this isn’t the case clear statement why and inform PIER clinical lead* |
| Ensure review arrangements appropriate? | *Insert detail of review arrangements; when, by whom etc.* |
| Ensure all other relevant sections included within document:   * Flowchart * Patient information leafleted (if applicable) * Scope and purpose * Definitions * Related documents * References | *Confirm each area is included.* |
| Ensure the style and format as per the document template? | *Confirm style and format is as per template on PIER website* |
| Ensure content is clear and concise. Could the document be picked up by someone that does not deal with this in their every day role and be understood easily? | *Confirm document is clear and easy to read* |

**For completion by PIER administrator:**

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| Criteria to be met | Comments |
| Confirm all above to be completed |  |
| Ensure entered onto database including author and date |  |