



Developing public health guidelines or advice

Flow diagram description

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.