

Division:	Fellowship Engagement	Ref. No.	POL-3031
Department:	Professional Standards		
Title:	Endorsement of External Clinical Guidelines		

1. PURPOSE AND SCOPE

The Royal Australasian College of Surgeons (RACS) receives requests from external organisations to endorse clinical guidelines. RACS may endorse a relevant externally developed clinical guideline in accordance with the criteria outlined in this policy. Endorsement provides permission for the organisation to use the RACS logo.

2. KEYWORDS

Clinical guidelines, surgical standard, external publications

3. BODY OF POLICY

RACS receives requests from organisations such as government, regulatory authorities and advocacy groups to endorse clinical guidelines. All requests for endorsement of a clinical guideline should be referred to the Professional Standards Department for initial assessment.

Endorsement may be granted if a RACS appointed representative has been an active member of the committee that is developing the guideline (see College Representatives to External Bodies). Only in limited and/or exceptional circumstances may endorsement be granted if there has not been a RACS appointed representative involved in the development of the guideline, which will be subject to approval by the Executive Director for Surgical Affairs (EDSA).

3.1. A preliminary review of the clinical guideline is undertaken by the Policy Officer, Professional Standards. The Policy Officer will review the guideline against the following criteria:

- 3.1.1. That the guideline is relevant to the core objectives of RACS
- 3.1.2. That a RACS appointed representative has been nominated to the committee overseeing the development of the guideline
- 3.1.3. If any other Fellows of RACS have been involved in the development of the guideline

3.2. Where there was a RACS appointed representative on the committee, the Policy Officer will correspond with that representative to seek advice on the development of the guideline, whether they held any concerns about any of the content in the guideline and if these concerns were addressed in the final document.

In consultation with the Manager, Professional Standards, the Policy Officer may also contact the relevant specialty society/societies to ascertain their level of involvement in the guideline and if they have any concerns regarding the content of the document.

3.3. The Policy Officer will write to the EDSA and provide advice on the level and type of engagement RACS has had in the development of the guideline. The EDSA can elect to decline the request, seek further information or provide approval to endorse the guideline. In some circumstances when the endorsement is particularly sensitive in nature, the EDSA may consult with PDSB or Council for further advice and recommendation.

- 3.3.1. Where the request is declined, the Policy Officer drafts a letter of acknowledgement for sign-off by the EDSA, noting that RACS has chosen not to provide endorsement of the guideline
- 3.3.2. Where the EDSA requests further information or clarification, the Policy Officer will seek out this information and provide it to the EDSA (see 3.3)

Approved By: Director, Fellowship and Standards

Document Owner: Manager, Professional Standards

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3.3.3. Where the request is approved, the Policy Officer drafts a letter of endorsement for sign off by the EDSA. The letter outlines the following:

- a) RACS has reviewed the guideline and is willing to provide its endorsement.
- b) RACS gives permission for the organisation to use the RACS logo on the guideline.
- c) That on-going endorsement is given on the basis that the guideline remains unchanged – any amendments to the guideline must be sent to RACS for review prior to republication.

3.4. All endorsements will be reported to the Professional Development and Standards Board.

3.5. All guidelines endorsed by RACS are logged in the central registry.

3.6. RACS may revoke the endorsement of a guideline at any time.

3.7. RACS will communicate endorsement of guidelines to Fellows, International Medical Graduates and Trainees through the RACS Website, Social Media, Fax Mentis and Surgical News (as appropriate).

4. ASSOCIATED DOCUMENTS

See RACS' Corporate Identity Guidelines (Section 3.0)
 College Logo incorporating the Coat of Arms Policy
 College Representatives to External Bodies Policy
 RACS Endorsed Guidelines Registry

Approver Professional Development and Standards Board
Authoriser Council