



Society for
Paediatric Anaesthesia
in New Zealand and Australia

GUIDELINE AND STATEMENT DEVELOPMENT POLICY

A. INTRODUCTION

1. The Society for Paediatric Anaesthesia in New Zealand and Australia (SPANZA) advocates for appropriate standards of care and education in paediatric anaesthesia, pain management and peri-operative care. We seek excellence in our practice and promote this through communication between society members and liaison with similar paediatric anaesthesia organisations in other parts of the world. We support and encourage research recognising that the knowledge gained will benefit the children we care for.
2. “Guidelines” offer advice on clinical and non-clinical aspects of the practice of anaesthesia and peri-operative medicine, reflecting expert consensus supported by other evidence when available. “Statements” define the position of SPANZA on certain matters.
3. Guidelines and statements are a mechanism by which SPANZA can promulgate best current opinion or advice on a topic or matters where this clarity is beneficial to both the anaesthetic community and to the children and young people that this community cares for. Guidelines and statements are able to promote quality of care and education. They are also able to highlight areas where further knowledge is required and thus promote the science and advancement of paediatric anaesthesia and perioperative care and paediatric pain management. By developing guidelines and statements, SPANZA is able to support its mission to communicate and advocate for excellence in paediatric anaesthesia practice.
4. SPANZA will consider developing a statement or guideline where a clear need for direction for the paediatric anaesthetic community is identified. SPANZA promulgates documents on only those issues for which there is a clear need and sufficient grounds to support a guideline or statement. Where other relevant authorities have promulgated adequately specific documents, there may be no need for duplication.
5. A guideline development tool has been created to articulate SPANZA’s approach to developing guidelines and statements and clarify the Society’s expectations in this regard. The tool supports standardised decision-making in relation to developing guidelines and statements as well as clarity around the strength of evidence behind the developed guidelines or statements. This guideline development tool is freely available on the SPANZA website.



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B. ADMINISTRATION OF GUIDELINE OR STATEMENT DEVELOPMENT PROCESS

1. The SPANZA executive and the Guidelines Committee (GC) shall oversee the process by which Guidelines and Statements are developed and reviewed. This includes consultation with stakeholders, including regional and national committees (ANZCA, NZSA, ASA) international Paediatric Anaesthesia societies, other experts and special interest groups as relevant
2. Applications outlining the need for a statement or guideline on a particular topic shall be directed to the SPANZA executive via the online Request for a Guideline or Statement Form available on the SPANZA website.
3. Each request for a guideline or statement that is notified to the executive shall be considered and assessed on merit. Consideration will be given to the time and resource required to develop such a guideline or statement, the need identified and the risk mitigated or created by such a guideline. If the executive is of the opinion that such a guideline or statement is necessary then the executive will make a recommendation to the guideline committee to formally assess the request.
4. Upon receiving a recommendation from the executive, the GC will do a formal needs, time and resource assessment. The assessment will include consideration of which SPANZA members could contribute to the development. The assessment will recommend which other groups could be approached to co-develop and co-badge the guideline or statement with SPANZA.
5. This formal needs, time and resource assessment will be provided to the SPANZA executive who shall make a final decision as to whether or not to proceed with Guideline or Statement development.
6. A formal Document Development Group (DDG) shall be convened. The DDG shall have a minimum of three members and include one member of the GC to ensure consistency of process and formatting of documents. The DDG may be substantially larger and size and membership will be recommended following the time and resource assessment. The Guideline and Statement Development Tool will be used by the DDG when developing a guideline.
7. Where Guidelines or Statements are to be co-developed or co-badged, the process in each case shall be determined by the executive following an assessment and recommendation from the GC.
8. Developed guidelines or statements will appear on the SPANZA website within Guidelines and Statements Section. All guidelines or statements shall include a disclaimer, the date of completion and the date of review.