## ABN Guidance Document Development

### 1. Does this guidance document address an area of clinical practice that would benefit from formal guidance?
- Are there existing guidance documents available? If so, what will the proposed document add?
- Define proposed guidance document type.

### 2. Contact Quality Committee to manage process via ABN office
- self-initiated (author)
- commissioned (proposer)

### 3. Quality Committee will
- confirm that the guidance addresses area of need, consult with Council, Honorary Secretary and ABN advisory group chair as needed
- advise on engagement of relevant Advisory Group, and other necessary stakeholders such as charities and patient organisations
- provide details of AGREE II Checklist for clinical guidance document development
- clarify that guidance document should be evidence-based, practical and clearly documented with flow diagram of process (if possible)

Agree II protocol process can be found at: https://www.agreetrust.org/
Info at: http://www.bmj.com/content/352/bmj.i1152

### 4. Following modification, guidance document to be reviewed by the relevant advisory group and third sector organisations.

### 5. Revision of document with comments as appropriate

### 6. Quality Committee review and approval by ABN Council for formal endorsement; or recommendation to ABN Council for same

### 7. ABN endorsement

### 8. Guidance document added to ABN website with open access for ABN members

[Guidance document section with review date for document; period of 1,3 or 5 years specified]
[Disclaimer statement that guidance document is for advice and not mandatory to follow]

In parallel with the guidance document development process, authors should consider submission to Practical Neurology. The authors should contact the journal editorial team to discuss this in more detail and agree on suitability for publication.

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