

To: Clinical Lead

c.c. Relevant Clinical Director and Deputy; relevant Directorate Manager and Deputy;  
relevant Directorate Senior Nurse and Deputy; relevant Clinical Audit Facilitator

Subject: NICE Guidance *[number]*

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Dear *[lead clinician]*

**NICE Quality Standard *[number]* – *[title]***

The above quality standard has recently been published by NICE. A copy can be obtained from their website at:

[https://www.nice.org.uk/guidance/\[link\]](https://www.nice.org.uk/guidance/[link])

In line with the Trust's policy on adherence to NICE guidance, a baseline assessment will need to commence against these standards and be completed within eight months of publication. Our Clinical Audit Department will assist with all stages of this process.

As clinical lead, I would be grateful if you could advise me as soon as possible who will lead the assessment. Please ensure they are aware that they have been nominated for this role as our Clinical Audit Department will be in touch with them shortly after receiving this information.

**Select 'Reply' or 'Reply to all' on the toolbar above, then complete the information below. Thank you.**

Name of person who will undertake baseline assessment :	
Title:	
Department:	

**Clinical Governance Administrator  
Quality Directorate**