

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]

Dear [name of lead clinician]

NICE Guidance [number] – [title]

The above guidance has recently been published by NICE. A copy can be obtained from their web site 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 guidelines. A baseline assessment tool has been published by NICE and will be sent to you by our Clinical Audit Department. This tool must be used in its entirety to ascertain our level of compliance. Our Clinical Audit Department will assist in this process.

If we are not compliant, an action plan to enable the Trust to reach compliance will need to be developed and put onto OSCA. Your Clinical Director and Directorate Manager will support this process and also assist with undertaking a risk assessment for those areas where we are non-compliant.

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**