ECI clinical tools – development phase

Step 1

• **Need identified** - this can be identified inhouse or from any of our stakeholders at anytime. This may be require the development or review of a clinical tool that may be in the form of a concise summary of a clinical guidelines, fact sheet, form, or flowchart.

Step 2

• **Gap analysis** - this is initially undertaken by the ECI team. Research is undertaken to review what already exists, how user-friendly it is and how current and accessible it is. This includes a brief literature review and gathering resources from EDs and recognised subject matter experts.

Step 3

• **Development / review** - the ECI team produces or modifies a concise draft clinical tool that concentrates on clinically relevant information. References are always provided in a separate document to validate the evidence base for the clinical tool.

Step 4

• **Review and endorsement** - the clinical tool is submitted to the relevant multidisciplinary ECI Committee (usually the Clinical Advisory Committee) for review and endorsement. Endorsed tools are added to the ECI Document Register and issued a review date.

Step 5

• **Publishing** - the endorsed clinical tool is published on the ECI website and printed as required ensuring free open access to all.

Step 6

• **Evaluation** - the Clinical Advisory Committee monitors the ECI Document Register and as tools are due for review complete Steps 3 - 5 above. Sometimes there is a need to review tools earlier (e.g. publication of new evidence). In this instance, new evidence will supercede any previously issued review date and Steps 3 - 5 will be completed.

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