

Queensland Maternity and Neonatal
Clinical Guidelines Program

Translating evidence into best clinical practice

**Business rules: Web-hosting/linking of
externally developed material**




Queensland Government

health • care • people

Approvals

Approvals confirm the signatories' belief that the following document is an accurate, complete and reliable indication of the Queensland Maternity and Neonatal Clinical Guidelines business rules for web-hosting of material developed by external business units.

Queensland Maternity and Neonatal Clinical Guidelines Program Director

Signature:		Business Area:	RBWH
Name:	Associate Professor Rebecca Kimble	Date:	13/09/2011
Position:	Director, Queensland Maternity and Neonatal Clinical Guidelines Program	Contact No:	3636 8536

Document control

Version	Date	Author	Comments
v0.01	10/08/2011	Jacinta Lee	First draft
V1.0	13/09/2011	Jacinta Lee	Endorsed by Program Steering Committee

**Drafts should use format vn.nn (eg. start at v0.01). Final versions should use format v1.00*

Review date

On or before September 2016

Definitions

Term	Definition
Content Custodian	The Business Unit/Clinical Group/Organisation requesting webhosting or web-linking
Web-host	Publish material through the QH publishing processes to provide internet and QH intranet access on the Queensland Maternity and Neonatal Clinical Guidelines website
Web-link	Place a hyperlink to material on internet or intranet sites external to the Queensland Maternity and Neonatal Clinical Guidelines Program



This work is licensed under a Creative Commons Attribution Non-Commercial No Derivatives 2.5 Australia licence. To view a copy of this licence, visit <http://creativecommons.org/licenses/by-nc-nd/2.5/au/>

© State of Queensland (Queensland Health) 2010

In essence you are free to copy and communicate the work in its current form for non-commercial purposes, as long as you attribute the authors and abide by the licence terms. You may not alter or adapt the work in any way.

For permissions beyond the scope of this licence contact: Intellectual Property Officer, Queensland Health, GPO Box 48, Brisbane Qld 4001, email ip_officer@health.qld.gov.au, phone (07) 3234 1479. For further information contact Queensland Maternity and Neonatal Clinical Guidelines Program, RBWH Post Office, Herston Qld 4029, email MN-Guidelines@health.qld.gov.au phone (07) 3131 6777.

1 Purpose

The purpose of this document is to outline the considerations and business rules to be applied when web-hosting or web-linking to material developed by business units external to the Program is requested. The aim of documenting these business rules is to facilitate shared understanding of the roles, responsibilities, outcomes and timeframes of the web-hosting/web-linking arrangement.

1.1 Background

The Program produces, maintains and supports the implementation of evidence-based, maternity and neonatal clinical guidelines via a robust governance structure as outlined at [Appendix A](#): The Program was established in response to clinician demand for standardised decision support tools, accessible electronically from a [central repository](#). The Program aligns with and supports Queensland Health strategic intents outlined in Table 1.

Table 1. Strategic alignment

Strategic Plan	Alignment
Advancing Health Action	<i>3. Giving mothers and babies the best start: Provide access to quality, best practice maternity and early childhood services for Queensland mothers no matter where they live.</i>
Queensland Statewide Health Services Plan 2007-2012	<i>4.2 1. Implement clinical decision support tools to enable evidence-based clinical care</i>
Queensland Health Strategic Plan 2011-2015	<i>5.5.2 Continue to increase access to evidence-based training to clinical staff to improve efficacy, efficiency and quality of patient care</i>
Queensland Health Patient Safety and Quality Plan 2008-2012	<i>1.4 availability of contemporary best practice information</i>
Maternity and Newborn Services in Queensland Work Plan (2008-2012)	<i>2. Establish and support the Statewide Maternity and Neonatal Network to lead best practice maternity and neonatal care and bring interested experts and consumers together to plan and develop maternity services in Queensland.</i>
A National Health and Hospitals Network for Australia's Future – Delivering better health and better hospitals	<i>Figure 3: Local implementation of clinical guidelines and pathways</i>

2 Key principles

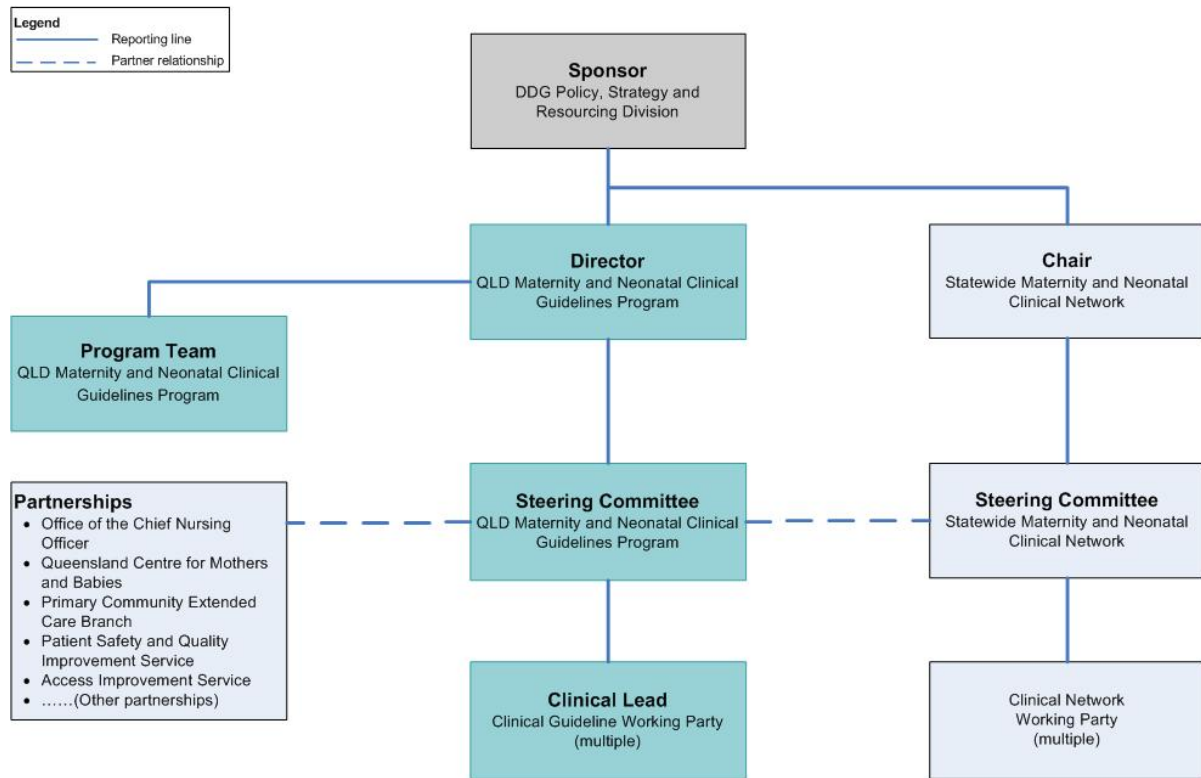
- The requirement for endorsement of material by a relevant statewide body or group will be negotiated between the Content Custodian and the Program
- Material will be web-hosted/web-linked for a period of two years after which application for continuation of web-hosting/web-linking must be made by the Content Custodian
- Material must be in a format suitable for web viewing and printing
- Discontinuation of web-hosting/web-linking may be initiated by the Program or by the Content Custodian at any time
- Web-hosting/web-linking will be in accordance with QH information and publishing standards and policies

3 Key roles and responsibilities

Unit	Role & Responsibility
The Program	<ul style="list-style-type: none"> • Approval for web publication as per QH information and publishing standards and policies • Maintenance of an active link to the material on the website • Forward of communications received about the material to the Content Custodian • Advise the Content Custodian of proposed changes to the website location/structure/relevant link
The Content Custodian	<ul style="list-style-type: none"> • Format the material suitable for web publication and to a standard agreed by the Program • Gain endorsements from relevant groups or bodies as required • Ensure the accuracy of the clinical content • Management of communications received about the material

Appendix A: Governance

Queensland Maternity and Neonatal Clinical Guidelines Program



Endorsed: 12 April 2011 v1.1