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# **How to submit a pathway for the NCL GP Website**

**The NCL GP Website pathways section is for clinical pathways, detailing how to manage patients, only. If you wish to add a referral pathway to the website, please email the NCL GP Website team directly and ask for it to be added to the relevant topic page**

If you wish to put a pathway document onto the NCL GP Website, please fill out the template below. There are two possible scenarios for you to flag up: is this a new pathway, not previously on the NCLGP Website; or is this a replacement pathway?

Adding a new pathway will be accompanied by flagging the change in the NCL GP Weekly Bulletin email, so please fill in the field ‘**Bulletin item text**’. There is no need to send in a separate news item to announce the new pathway.

Once you have completed this form

* rename this form to include the pathway title and NEW or REPLACE
* email this form along with a PDF of the pathway document, to [nclicb.gp.website@nhs.net](mailto:nclicb.gp.website@nhs.net)

**Pathway criteria**

To maintain quality standards for pathway documents, we ask you to follow these guidelines:

* ensure content is summarised (ideally to 3-4 pages max)
* include step-by-step guide (ideally in the form of a flow chart)
* include diagnostic/investigation criteria information where appropriate
* provide references to relevant guidelines
* state who the approving organisation is (governance)
* ensure that any services mentioned, are still commissioned

There is an NCL Pathways Group that brings together appropriated stakeholders to review pathways at an NCL level.

The document should follow NCL brand guidelines where appropriate.

**[See this example of a good pathway](https://gps.northcentrallondon.icb.nhs.uk/pathways/prostatitis-1)**

We require you to complete the table below when submitting your pathway document:

|  |  |
| --- | --- |
| **Pathway name** | All fields below are mandatory |
| **Is the pathway replacing one already on the NCL GP Website Pathways section?** | YES/NO |
| **If this is a replacement, what is the name of the existing pathway and the NCL GP Website page URL?**  **You can search the pathways section here**  [**https://gps.northcentrallondon.icb.nhs.uk/pathways**](https://gps.northcentrallondon.icb.nhs.uk/pathways) | Name:  URL: www. |
| **Author name**  (This is the pathway owner, eg: NCL work group, clinical lead, service provider, other NHS organisation…) |  |
| **Review date**  (This is the review date stated by the pathway author/owner) |  |
| **Reviewer** (This is an email address of a person/s responsible for regular review of this content, eg: CCG commissioner, clinical lead etc) |  |
| **Related topics** (What topics on the NCL GP Website does this pathway relate to)  **See the TOPIC options here**  [**https://gps.northcentrallondon.icb.nhs.uk/topics**](https://gps.northcentrallondon.icb.nhs.uk/topics) |  |
| **Related services** (Whatservices on the NCL GP Website does this pathway relate to)  **See the SERVICE options here**  [**https://gps.northcentrallondon.icb.nhs.uk/services**](https://gps.northcentrallondon.icb.nhs.uk/services) |  |
| **State the borough/s this pathway is for** |  |
| **Search terms** (Please provide us with search terms that GPs would use to find this pathway) |  |
| **Bulletin item text**  (Please provide a sentence highlighting the important facts about the new pathway. Eg who designed/approved it.  This will be used to create an item in the NCLGP Weekly Bulletin, the headline will be the pathway name) | (Web editors will edit this down to a maximum of 250 characters incl spaces.) |