1038 Content authoring policy

**Change control**

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer | Date | Comments | Version |
| N.Boeckx | 14/12/23 | Content authoring policy creation | 1.0 |
| N.Boeckx | 1/4/24 | Content authoring policy creation | 1.0 |
| N.Boeckx | 11/04/2025 | Content authoring policy creation | 1.0 |
|  |  |  |  |

Contents

[Objective: 1](#_Toc153441791)

[Principles: 1](#_Toc153441792)

[1. Adherence to National Guidelines: 1](#_Toc153441793)

[2. Avoidance of Additional Guidance: 1](#_Toc153441794)

[3. Review Process: 1](#_Toc153441795)

[4. Documentation of Sources: 2](#_Toc153441796)

[5. Regular Updates: 2](#_Toc153441797)

[Review Process: 2](#_Toc153441798)

[1. Initial Draft Review: 2](#_Toc153441799)

[2. Peer Review: 2](#_Toc153441800)

[3. Final Review: 2](#_Toc153441801)

[4. Final Approval: 2](#_Toc153441802)

[Documentation: 2](#_Toc153441803)

# Objective:

This guidance aims to establish a robust framework for clinical content creation that prioritises accuracy, adherence to national guidelines, and transparent documentation throughout the authoring and review process. Content authors are required to faithfully represent national guidelines and to undergo a thorough accuracy review against evidence sources before publication.

# Principles:

## 1. Adherence to National Guidelines:

- Authors must strictly adhere to the latest national clinical guidelines relevant to the topic.

- Content should faithfully reflect the language, recommendations, and scope outlined in the official national guidelines.

- When writing content authors should take care to reinforce the educational nature of Clinitalk and that use of Clinitalk for clinical decision making is off license.

## 2. Avoidance of Additional Guidance:

- Authors should refrain from providing additional guidance or recommendations beyond what is explicitly stated in the national guidelines.

## 3. Review Process:

- Authors must be subject matter experts.

- Post content authoring content must be reviewed against the national guidelines to confirm accuracy.

## 4. Documentation of Sources:

- Authors must document all references to national guidelines and evidence sources.

- Citations should include publication dates

## 5. Regular Updates:

- Clinical content should be annually reviewed and updated to align with any changes or revisions in national guidelines.

- Review of content should be documented on the authoring spreadsheet.

# Review Process:

## 1. Initial Draft Review:

- Internal review of the initial draft by content authors for adherence to national guidelines.

## 2. Peer Review:

- Peer review by another subject matter experts to assess accuracy and alignment with evidence sources.

## 3. Final Review:

- Review of peer review comments by initial content author and implementation of amendments.

## 4. Final Approval:

- Final approval by content team lead.

# Documentation:

The review stages will be documented in the content authoring spreadsheet.