



14 Bedford Row, London WC1R 4ED  
Tel +44 (0)20 7306 6666  
Web [www.csp.org.uk](http://www.csp.org.uk)

# Information paper

---

## “How to” guide for engaging with NICE

reference **PD123**

issuing function **Practice and Development**

date of issue **August 2015**

## “How to” guide for engaging with NICE

Introduction.....	2
About NICE .....	2
How NICE works .....	3
Getting started .....	3
How to get involved .....	4
1. Prioritising .....	4
2. Developing guidance .....	5
3. Promoting newly published guidance .....	7
4. Helping support implementation .....	7
5. Connecting to the research agenda.....	7
Feedback to the CSP .....	7
Conclusion.....	7
References .....	9
Appendices.....	10
Appendix A: Invitation for responses to consultation on draft scope .....	10
Appendix B: Invitation for responses to consultation on draft guidance .	10

## Introduction

Evidence-based practice in physiotherapy is embedded in the Standards of Proficiency of the Health and Care Professions Council (HCPC).<sup>(1)</sup> Evidence-based guidelines are ‘systematically developed statements to guide decisions about appropriate health and social care to improve individual and population health and wellbeing’.<sup>(2)</sup>

The purpose of this guide is to outline the different ways in which physiotherapy staff can engage with one of the major guideline producers, the National Institute for Health and Care Excellence (NICE). **Due to the nature of registering as stakeholders with NICE, this document is primarily relevant to the Professional Networks (PNs).**

To effectively engage with NICE, the CSP recommends that PNs:

- Identify a representative to act as a link with NICE
- Prioritise and plan engagement with topics
- Contact the CSP at the earliest stage if support is required

This document is intended to support the PNs to be able to do this.

## About NICE

NICE provide national evidence-based guidance to help improve health and social care across England. Whilst their guidance is officially England only, NICE does have agreements to provide certain services to Wales, Scotland and Northern Ireland.<sup>(3)</sup>

NICE produce a number of different types of documents<sup>(4)</sup> including:

- Clinical guidelines
- Public health guidelines
- Social care guidelines
- Safe staffing guidelines
- Medicines practice guidelines
- Technology appraisals
- Medical technologies guidance
- Diagnostics guidance
- Interventional procedures guidance
- Quality Standards



### **How NICE works**

NICE is internationally recognised for the way in which it develops its recommendations, which involves a rigorous process that is centered on using the best available evidence and includes the views of experts, patients and carers, and industry.

NICE does not decide on the topics for its guidance. Instead, topics are referred by the Department of Health. Guidance is then created by independent advisory committees.

NICE has an open and transparent consultation process throughout the development of guidance, providing an ideal opportunity for physiotherapists to influence the final product.

### **Getting started**

1. The first step to engaging with NICE is to register to receive e-bulletins from them. Anyone can do this, and it gives you a sense of what NICE publishes and how it communicates: <http://www.nice.org.uk/news/nice-newsletters-and-alerts>
2. From these e-bulletins, you may begin to identify topics that are relevant to your PN. If guidance is being developed on a topic that is relevant, we suggest registering your PN as a stakeholder: <https://www.nice.org.uk/get-involved/stakeholder-registration> The CSP recommends allocating one person to act as the representative who links with NICE. The PN executive committee may decide that this person is co-opted to the executive. It may be useful to create a generic email account that is used to manage correspondence with NICE, and that an individual is attached to the email account for the duration of their time in this role

Examples of the types of responsibilities this role could entail include:

- monitoring guidance currently in development
- collating a consultation response, if one is required, from the PN
- collaborating with the CSP if further assistance is required
- disseminating to PN members when guidance is published
- providing a quotation / coordinating a PN press release on the day of launch

- encouraging the PN to organise a workshop / conference on newly published guidance
- endorsing NICE quality standards relevant to the PN
- developing a strategic orientation to how the PN engages (or not) with NICE

### **How to get involved**

There are many opportunities for engaging with NICE. Most PNs probably do not have the capacity (in terms of members' time and expertise) to engage at all levels with all possible topics. Therefore we strongly encourage PNs to consider carefully what, how, and when it will engage, taking into account the expected impact of any involvement.

Some of the ways you can engage with NICE are listed below:

1. Prioritising
2. Developing guidance
3. Promoting newly published guidance
4. Helping support implementation
5. Connecting to the research agenda

#### **1. Prioritising**

The CSP recommends each PN considers how much resource it has to give to this work, taking into account the potential impact of their involvement. Engaging with the different elements to the NICE work programme will create different opportunities and workload. For example:

- A PN may decide not to engage with the consultation process, but wait until publication and then focus its energy on dissemination to its members and supporting implementation.
- A guideline might be sufficiently important to warrant the decision for the PN to actively allocate resources (named individuals and time) to engage in the consultation process.
- A PN may decide to focus on preparing for the update of published guidance by pushing the research recommendations to its research community, gathering data on how the guidance is being implemented, and how the guideline is perceived.

The CSP has produced a calendar of all NICE topics and work programmes. This is on the CSP iCSP website: <http://www.csp.org.uk/documents/nice-calander-professional-networks?networkid=389429> Each PN chair has also received an electronic copy of the calendar via email. You can use the CSP Calendar to check when consultations are happening to help you with your prioritisation and planning.

## 2. Developing guidance

If, as a PN, you want to influence the development of guidance, you can get involved by:

*i. applying to join the committee working on the guideline*

This is a personal application, akin to applying for a job. A PN can encourage its members to apply, but once in place they are there in their own capacity rather than being representatives of the PN.

*ii. attending a workshop (if held) to discuss the scope*

For some guidance, a scoping workshop is held. This can occur before, during, or after the scope consultation phase. These are useful events for someone new to NICE, to help them understand how NICE works. Any representative from the PN can attend, not necessarily a senior expert or academic in the area. The main requirement is that somebody attends who is aware of the current challenges and uncertainties in the patient group's care.

*iii. contributing evidence if there is a "call for evidence"*

For some guidance, there is a call for evidence if the guidance developers think that there may be useful evidence that will not be found by electronic searches, for example patient perspectives. All stakeholders are invited to submit evidence, which is generally open for 2-4 weeks.

*iv. commenting on the draft scope (sometimes called topic engagement for quality standards)*

This part of the consultation process is arguably the most important part to be involved with, as it is when you can really influence what is within, or outside, of scope.

Scoping consultations last between 2- 4 weeks (2 for quality standards, 4 for guidelines)<sup>(5)</sup>, so it is a good idea to identify if a guideline/standard that is of interest to your network is approaching so you can start to notify individuals who will

contribute to your response. You can use the CSP Calendar to help plan for which guidelines you will be responding to and when. Sometimes, NICE will specify some questions regarding the scope for you to consider.

Some additional questions that may help you critically respond to the draft scope include:

- Who is the patient population covered by the guideline/standard? Is it appropriate?
- What are the inclusion and exclusion criteria?
- Are the implications of non-pharmacological treatment/management being considered?

Appendix A contains some text you may wish to adapt for inviting responses to the draft scope from the wider PN membership.

*v. comment on the draft guidance*

Consultation of NICE guidelines generally lasts for 6 weeks, unless it is a partial update, in which case it is 4 weeks.<sup>(5)</sup> For comments to be considered by NICE, they must be submitted on the relevant proforma that you will receive as a registered stakeholder for the guideline/standard.

We would advise PNs contact the CSP at the earliest possible date if they require any support in consulting on the document, for example if the recommendations are particularly controversial for physiotherapy.

NICE will put out two documents for consultation; the Full NICE Guidance and a Short NICE Version (covers key recommendations only, does not include the evidence and economic evaluations). You can comment on both documents using the same reply form, or just choose to comment on one of the documents.

You may also wish to make general comments on:

- The key recommendations for implementation selected by the guideline developers
- The usefulness of the information that describes the provisional guideline
- How easy the recommendations are to understand

Appendix B contains some text you may wish to adapt for inviting responses to the draft guidance from the wider PN membership.

### **3. Promoting newly published guidance**

There are many ways to promote newly published guidance to the rest of the profession, including:

- **Endorsement**  
NICE welcomes explicit stakeholder endorsement of quality standards. PNs can choose to do this for a quality standard it wants to support, prior to its publication. This is a useful means for asserting the role of physiotherapy and your PN with this topic, thereby raising your profile.
- **Dissemination**  
If you want to raise the profile of your PN and the guidance to the rest of the profession, then contact the CSP via [nice@csp.org.uk](mailto:nice@csp.org.uk) well before launch to negotiate how you might do this. Social media is also a simple and effective way of doing this.

### **4. Helping support implementation**

The implementation of guidelines is an ideal opportunity for PNs to take the lead. There are many ways that this could be done, including through workshops, conferences or creating member-specific implementation resources.

### **5. Connecting to the research agenda**

NICE makes research recommendations based on gaps in the evidence that have been found in the course of writing its guidance. The PN may wish to direct its PN research officer and members of the research community to this chapter of the NICE guideline. The PN can also promote these to HEI's / academics with an identified interest in the guidance topic and research activity.

### **Feedback to the CSP**

PNs are under no obligation to inform the CSP of whether they are engaged with NICE consultations. However, it would be useful for us to know if your PN is engaging with a guidance topic, to help plan future work on supporting members to engage with NICE. If you do choose to contact us, please email [nice@csp.org.uk](mailto:nice@csp.org.uk)

### **Conclusion**

There are many ways that PNs might engage with the work of NICE, and it is up to you to decide which method is the most feasible and effective for your particular PN, which may vary from guideline to guideline and reflect the changing capacity your PN will have. In making these decisions, we strongly encourage PNs to

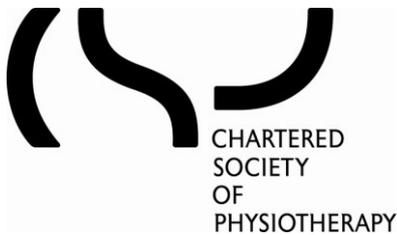


understand the opportunity they have to assert the role of physiotherapy in that topic.

Developing skills in engaging with NICE can take time and comes with some experience, therefore do contact Carley King, Professional Adviser at the CSP, if you wish to discuss some of the plans or decisions you are making: [nice@csp.org.uk](mailto:nice@csp.org.uk)

## References

1. Health and Care Professions Council. Standards of Proficiency: Physiotherapists. London: Health and Care Professions Council; 2013.  
URL: [http://www.hcpc-uk.org/assets/documents/10000DBCStandards\\_of\\_Proficiency\\_Physiotherapists.pdf](http://www.hcpc-uk.org/assets/documents/10000DBCStandards_of_Proficiency_Physiotherapists.pdf)
2. National Institute for Health and Care Excellence. Process manual for accrediting producers of guidance, advice and recommendations for practice: a guide for producers and stakeholders. London: National Institute for Health and Care Excellence; 2013.  
URL: <http://www.nice.org.uk/Media/Default/About/accreditation/FAQ/NICE-Accreditation-process-manual.pdf>
3. National Institute for Health and Care Excellence. Who we are. National Institute for Health and Care Excellence 2014.  
URL: <https://www.nice.org.uk/about/who-we-are>
4. National Institute for Health and Care Excellence. What we do. National Institute for Health and Care Excellence 2014.  
URL: <https://www.nice.org.uk/about/what-we-do>
5. National Institute for Health and Care Excellence. Developing NICE guidelines: the manual. National Institute Health and Care Excellence 2014.  
URL: <http://www.nice.org.uk/article/pmg20/chapter/1%20Introduction%20and%20overview>



## Appendices

### Appendix A: Invitation for responses to consultation on draft scope

Dear colleagues,

NICE has just started its programme of work for the development of a guideline for the management of **xxx**. The **[insert PN]** is a registered stakeholder to provide input into this guideline and I am the designated person to co-ordinate all member responses to NICE.

The scope for this guideline is now out for consultation and is of relevance to physiotherapy. If you would like to read the Scope of this guideline and provide your professional opinion as to its content, I would love to hear from you. Please visit the NICE website to access the consultation documents at **xxx**.

Please only use the feedback form provided, and return the form to me (not NICE) at **[insert your email]** by **[insert time]** on **[insert date]**.

### Appendix B: Invitation for responses to consultation on draft guidance

Dear colleagues,

NICE is in its consultation period for its draft Guidance on **xxx**. The **[insert PN]** is a registered stakeholder to provide input into this guideline and I am the designated person to co-ordinate all member responses to NICE.

If you would like to read the draft of this guideline and provide your professional opinion as to its content, I would love to hear from you. Please visit the NICE website to access the consultation documents at **xxx**

Please only use the feedback form provided, and return the form to me (not NICE) at **[insert email]**, by **[insert time]** on **[insert date]**.