



Consultation and/or endorsement of external documents

POLICY 5

Purpose

This internal policy document outlines processes for ACNN consulting on and/or endorsing external documents or materials related to neonatal nursing and care of the neonate and family (including guidelines, posters, written material in the form of brochures). Information for external parties is located on the website:

<https://www.acnn.org.au/resources/clinical-guidelines/>

Consultation and endorsement

All enquiries should be directed to the National Secretary and/or the Professional Officer. All requests are considered by the National Executive, which determines the course of action for consultation or endorsement. If relevant, Special Interest Group/s or individual members will be invited to consult or review for endorsement.

Guidelines will be assessed using the 'Appraisal of Guidelines for Research & Evaluation' [AGREE II instrument](#) and/or the [ICAHE Guideline Quality Check List PDF](#).

Following review, a recommendation to endorse/not endorse will be communicated by the National Secretary to the requesting agencies.

Timeframe

A reasonable timeframe should be set by the Executive and communicated by the National Secretary to the reviewers and to the requesting agency.

Endorsement period

If endorsed, the ACNN logo and endorsement wording will be forwarded for inclusion in the document.

Endorsement wording example

This guideline/material/poster is endorsed by the Australian College of Neonatal Nurses Inc. (ACNN). Endorsement by ACNN does not imply endorsement of any commercial products. The statements and opinions are those of the authors and not necessarily those of ACNN.

The endorsement period will be for a maximum of 4 years and endorsement only pertains to the version reviewed and endorsed by ACNN. The authors/agencies are asked to notify ACNN when the guideline is updated or an update is planned. Updated versions of a guideline are to be reviewed before re-endorsement by ACNN.

ACNN reviews the date of endorsement of guidelines on an ongoing basis, and should the endorsement date be older than 4 years, ACNN will contact the authors/agency requesting information on updating. Out of date or superseded guidelines will be removed from the ACNN website.

Endorsement termination

Endorsement termination will be considered by the National Executive under the following circumstances (include but not limited to):

1. A significant shift in the publication's mission and objectives.
2. The author/agency has engaged in behaviour which may bring disrepute to ACNN.
3. A conflict of interest that cannot be reasonably managed.

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