



All microsite upload requests are to be submitted to the following email address:

[COVID-microsite@wh.org.au](mailto:COVID-microsite@wh.org.au)

The following templates are to be used for documents submitted for upload:

1. [Microsite Template - Clinical Guideline](#)
2. [Microsite Template for QRG or other content – Portrait](#)
3. [Microsite Template for PPE specific QRG or other content - Portrait](#)
4. [Microsite Template for QRG or other content - Landscape](#)

## COVID-19 Clinical Guideline process

### Creation of document

- Need for guideline established - please discuss with [James.Molton@wh.org.au](mailto:James.Molton@wh.org.au) prior to any new content creation in case this is already being addressed.
- Content created alongside relevant stakeholders
  - This must include the department unit head
  - Consider early review/involvement of COVID-19 taskforce
    - James Molton ([James.Molton@wh.org.au](mailto:James.Molton@wh.org.au)), cc in Adrian Tramontana and Marion Kainer
- Avoid re-creating pre-existing documents. In particular: the WH PPE guideline, safe use of respiratory guideline, and de-isolation guideline. Instead, reference the existing ones. This is important as these guidelines are subject to change and your document may become outdated quickly.

### Editing existing flow diagrams

- Confirm changes with key author of document & James Molton
- Existing flow diagrams include:
  - Patient Care Summary
  - Use of respiratory therapy on the ward
  - Risk assessment, de-isolation, and cohorting of inpatients guideline
  - Discussing goals of care and ARPs

*Consider:* Is this a QRG or a Guideline? This determines the location of the document on upload, and approval process. Please familiarize yourself with the [COVID-19 microsite](#).

## Document Approval

All QRG's and Clinical Guidelines require documentation that demonstrates engagement with an appropriate sponsor and stakeholder consultation processes.

Upon approval from the document sponsor, the author is required to submit the document for upload with a completed [Microsite QRG and Clinical Guideline Submission Form found here.](#)

Review required	Sponsor
QRG	Kate Cranwell
QRGs specific to Vaccination Program	Shane Crowe
Clinical Guideline	Nicki Murdock
Employment Matters	Executive Director People, Culture & Communications

## Upload

Once the above has been completed and document approved by the relevant Sponsor, then send the following documents to [COVID-microsite@wh.org.au](mailto:COVID-microsite@wh.org.au)

- Document (in word doc and PDF)
- Submission form

Once a QRG or Clinical Guideline with completed paperwork has been processed and uploaded, this will be confirmed via email. A link to the uploaded documents will be included in the 'New on the Coronavirus Site Update' News Story that is continually updated on the microsite.

Prioritisation of upload requests is based on urgency, however the aim is to have all requests up within 24 hours.