## **Tool: Top tips for writing HSE National Policies, Procedures, Protocols and Guidelines (3PGs)**

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To make a long story short, edit ruthlessly!

1. Think busy staff, readers and users of National 3PGs and what they may wish to see as an endpoint.
2. Write in clear, concise, simple language – the reader should not have any questions nor should there be any ambiguity.
3. Limit content to what is related to meet the stated scope and purpose of the document. Base your document on nature of the setting.
4. Content should be appropriate, have sufficient level of detail and provide continuity and consistency in decision-making.
5. Document should be accessible to users in terms of layout and language.
6. Refer to HSE ‘[Guidelines](https://www.hse.ie/eng/about/who/communications/communicatingclearly/guidelines-for-communicating-clearly-using-plain-english.pdf) for Communicating Clearly using Plain English with our Patients’, developed in conjunction with the National Adult Literacy Agency ([NALA](file://C:\Users\emerquigley1\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\1VPP4GKT\•Refer%20to%20HSE%20‘Guidelines%20for%20Communicating%20Clearly%20using%20Plain%20English%20with%20our%20Patients’,%20developed%20in%20conjunction%20with%20the%20National%20Adult%20Literacy%20Agency%20(NALA)%20as%20well%20as%20other%20divisions%20of%20the%20health%20services%20including%20health%20promotion%20and%20patient%20safety.)) as well as other divisions of the health services including health promotion and patient safety.
7. Consider use of process flow charts to set out in visual format the guidance / recommendations and key steps.
8. Content should be sufficiently researched and there must be an explicit link between the evidence used and the guidance / recommendations developed in the document.
9. National 3PGs must clearly address overlap with other documents already in place and not have conflicting guidance on the same topic.
10. Cost effectiveness must be given due consideration and documented as applicable.
11. National 3PGs should always accomplish something, be easily understood and be capable of being implemented resulting in positive change.
12. All approved National 3PGs must be published on the [HSE National Central Repository](https://www2.healthservice.hse.ie/organisation/national-pppgs/?page=1#listingcontent), so it is easily accessible in one central location, and no secondary locations to ensure robust document control.