This information is important for the CPOC Executive before starting a discussion about your proposal for CPOC guidance. Please complete the document in as much detail as possible.

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| **Proposed title** |  |
| **Details of the proposer(s) (organisation or individual)** |  |
| **Contact details** |  |
| **1. Who is the guidance aimed at?***e.g. grade, region, subspecialty etc.* |  |
| **2. Objectives of the proposed guidance** |
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| **3. Why is this guideline needed?** |
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| **4. What other guidelines are currently available on this topic (and who produced it)?** |  |
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| **5. How and why will this guideline differ from existing guidelines?** |
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| **6. How will patient representation be used within the development of the guideline?** |
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| **7. Why should the CPOC (rather than another organisation) produce this guidance?** |
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| **8. Will this be a joint guideline? If so with who?** | **a) YES****b) NO** |
| **If answered a) above please list. If answered b) please move to question 8.** |  |
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| **9. Which external bodies should be represented in the development of this guidance?***e.g. other colleges, AoMRC* |  |
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| **10. Will there be any funding requirements in the production of this guideline?** |
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Please send your completed form to CPOC@rcoa.ac.uk. Once the CPOC Executive has received your submission you will be contacted to discuss the next steps in the process.