

Acknowledgements

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Working group

- Jan Dudley, *Consultant Paediatric Nephrologist* Chair of the working group
- Alex Habel, *Honorary Consultant Paediatrician* Clinical Lead
- Aung Soe, *Consultant Neonatologist* BAPM
- Cathy Marsh, *Lead Cleft Clinical Nurse Specialist* Nursing SIG Great Britain and Ireland
- David Elliman, *Community Paediatrician* NIPE Clinical Director
- Helen McElroy, *Consultant Neonatologist* RCPCH Clinical Standards Committee
- Janice Allister, *General Practitioner* RCGP
- Mandy Tuckey, *Parent Representative* Parent Representative
- Mervi Jokinen, *Practice & Standards Advisor* RCM
- Neil Marlow, *Consultant Neonatologist* NIPE
- Rosanna Preston, *CLAPA Chief Executive* Cleft Lip & Palate Association
- Rona Slator, *Consultant Cleft Surgeon* Craniofacial Society of Great Britain and Ireland & Royal College of Surgeons

Stakeholders

- Jane Abbott, *Head of Programmes* Bliss
- David Munday, *Professional Officer* Community Practitioners and Health Visitors Association
- Scott Deacon, *Consultant Orthodontist* CRANE
- Fiona Smith, *Children and Young People's Adviser* Royal College of Nursing (RCN)
- Iolo Doull, *President* British Paediatric Respiratory Society
- Victoria Clark, *Consultant in Paediatric Dentistry* The British Society of Paediatric Dentistry
- Neil Bateman, *Consultant ENT Surgeon* British Association for Paediatric Otolaryngology
- Anne Crawford, *Lead Specialist Nurse in Scotland* National Network for Cleft Care in Scotland

RCPCH team

- Lindsey Hunter, Systematic Reviewer/Project Manager
- Sara Haveron, Clinical Standards Administrator
- Rita Ranmal, Clinical Standards Manager
- Rosa Nieto, Clinical Standards Facilitator

Delphi panellists

- Helen Robson (*clinical nurse specialist for cleft lip and palate services*)
- Karine Latter (*cleft lip and palate specialist nurse*)
- Anne Crawford (*cleft lip and palate nurse specialist*)
- Anne Lomax (*teaches examination of newborn (RCM)*)
- Stephanie Michaelides (*principal lecturer in Middlesex University (RCM)*)
- Belinda Ackerman (*consultant midwife*)
- Helen Baston (*consultant midwife*)
- Cathy Rogers (*consultant midwife*)
- Jason Dwyer (*cleft surgeon*)
- Felicity Mehendale (*cleft surgeon*)
- Linda Treharne (*cleft surgeon*)
- Alistair Smyth (*cleft surgeon*)
- Norma Timoney (*cleft surgeon*)
- Bob Welch (*neonatologist*)
- Peter Fowlie (*neonatologist*)
- Michelle Jones (*clinical nurse specialist*)

Group membership responsibilities

Organisational level	Roles and responsibilities
<p style="text-align: center;">Chair</p>	<ul style="list-style-type: none"> • Confirms how the group will operate including abiding confidentiality rules and following RCPCH Clinical Standards process for developing high quality guidelines • Assists with the planning of the meetings • Ensures all members have an opportunity to contribute to discussions • Chairs meetings • Ensures all members have declared conflicts • Summarises the key actions at each meeting • Agrees the agenda and signs off minutes
<p style="text-align: center;">Working group (decision making group)</p>	<ul style="list-style-type: none"> • Attend group meetings and participate in teleconferences • Comment on documents circulated between meetings • Advise on search questions and search strategy • Organise literature search • Organise for papers to be obtained • Provide clinical advice to help undertake a systematic review • Inform the team undertaking the literature search of any key papers to inform the search • Undertake critical appraisal and data extraction of papers following RCPCH Standards for development of guidance • Formulate recommendations • Draft text for the documents • Draft supporting documents such as flowcharts • Providing a response to any stakeholder comments • Complete actions as agreed at meetings
<p style="text-align: center;">Stakeholders</p>	<ul style="list-style-type: none"> • Do not attend meetings or teleconferences but circulate documents within their organisation and feedback comments to RCPCH as required • To endorse the final document in a timely manner
<p style="text-align: center;">RCPCH Clinical Standards Team</p>	<ul style="list-style-type: none"> • Project coordination • Coordinate meetings • Attend meetings • Prepare project methodology documents with clinical lead • Conduct Delphi exercise • Coordinate critical appraisal of papers and data extraction • Provide methodological advice to the working Group to ensure RCPCH standards and NICE Accreditation criteria are met • Organising consultation with RCPCH members • To submit the approved version of the guideline to RCPCH for endorsement.