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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

<table>
<thead>
<tr>
<th>Organisational level</th>
<th>Roles and responsibilities</th>
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| **Chair**            | • 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 |
| **Working group (decision making group)** | • 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 |
| **Stakeholders**     | • 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 |
| **RCPCH Clinical Standards Team** | • 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. |