# SHA process for rapid briefings and policy statements

1. Use a standard SBAR template: Situation, Background, Assessment, Recommendations
2. identify a lead(s)
3. put a call out to the whole membership for anyone with interest and expertise - lead would need to do email for secretary to send out
4. invite non-members who we believe have similar values and have expertise we need
5. convene a video or teleconference to agree the key issues:
6. who is asking and why?
7. What are the questions we have been asked to answer/ What questions do we want to answer?
8. What’s in the remit and what isn’t?
9. what are the key issues?
10. turn into 2 or 3 clear questions to guide the rapid review of data and evidence
11. who is editor and writer?
12. timescales
13. Share drafts by email and agree final version
14. Offer to discuss with whoever target audience is

# Briefing on ………….

# Situation

What is happening at the present time?

# Background

What are the circumstances leading up to this situation?

What is the SHA policy or policies that relate to this?

# Assessment

Summary from:

1. Rapid review of the literature
2. Rapid review of data, if relevant
3. Expert opinion

# Recommendations

What should be done, by whom and by when