**Appendix A**

*The following template may be utilised or alternatively the NICE specific tool located on the specific NICE guide page. (Refer to 5.4)*

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| **TEMPLATE FOR ORGANISATIONAL GAP ANALYSIS AND ACTION PLAN** |
| **NAME OF GUIDANCE:** |
| **Care Group/Specialist Service:** |
|  |
|  | **Recommendation**(detail allrecommendationsfrom the guidance) | **Compliance**(Yes/No/Partial) | **Action****Required** | **Responsibility** | **Time****scales** | **Monitoring****arrangements** | **Date****Action****Completed** |
|  |  |
|  |  |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **NB. Individual Care Group/Specialist Service gap analysis and action plans will be integrated as appropriate** |