**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)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEMPLATE FOR ORGANISATIONAL GAP ANALYSIS AND ACTION PLAN** | | | | | | | |
| **NAME OF GUIDANCE:** | | | | | | | |
| **Care Group/Specialist Service:** | | | | | | | |
|  | | | | | | | |
|  | **Recommendation**  (detail all  recommendations  from 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** | | | | | | | |