

# BMJ Best Practice

## You can now add local clinical guidance to BMJ Best Practice



### Benefits of the local guidance tool

- + Administrators can add **links to local clinical guidance** which will be visible from relevant BMJ Best Practice topics
- + **Increase the visibility** of local protocols
- + Storing important clinical information in an easily accessible, central location supports **faster clinical decision making**.

## Steps to add your local information

1.

### Create your admin account

- + To request an admin account, please contact [support@bmj.com](mailto:support@bmj.com) with the following information:



Your name



Job title



Institution name



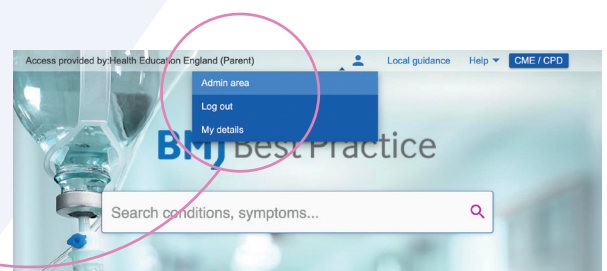
A nominated email address for the admin account  
This email address should match your institution's domain.

- + When your account is created, you will receive a confirmation email with access details.

2.

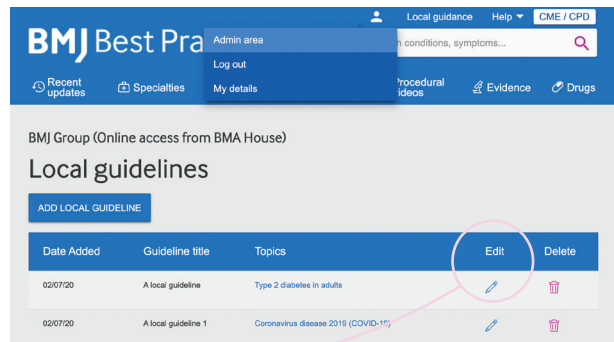
### Access the admin area

- + Visit [bestpractice.bmj.com](https://bestpractice.bmj.com) and click '**Log in**' using the admin account username and password.
- + Once logged in, an administrator can access the '**Admin area**' from the **top bar** on the BMJ Best Practice home page.



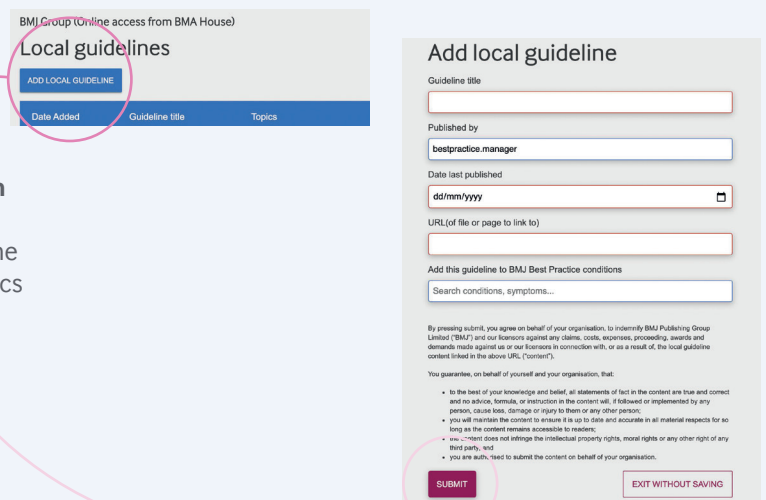
### 3. Administrator homepage

- + This is the administrator homepage where you can **add links** to local guidelines and **manage existing links**.



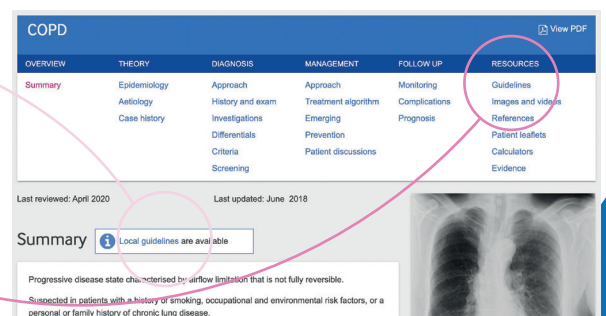
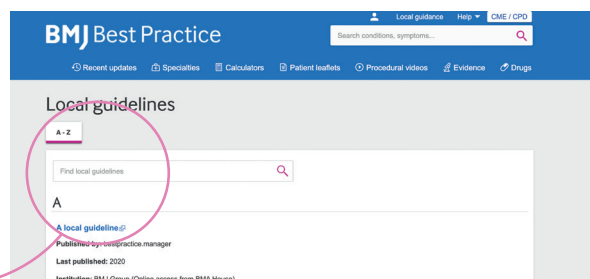
### 4. Add local guidance

- + When on the administrator homepage, you can click the button to **'add local guideline'**
  - + **Complete** all of the **form fields** and **search** for the **BMJ Best Practice topic** you would like to **link this local guideline to**. The same guideline link can be added to multiple topics
  - + Read the disclaimer and click **'Save'** to publish your link.



### 5. View your local guidance

- + Users can **browse** all local content added by their organisation
  - + Via the **top navigation bar**
  - + **Within topic pages** where a notification is clearly displayed
  - + Listed in the **"Guidelines"** section on relevant topic pages.



- + BMJ will provide one admin account per institution, so it is preferable to **use a centralised email address**
- + An **admin account can also be used** for generating your institution's usage reports, further information on this can be found in your admin welcome email.

## Support

If you need any support adding your local guidance, please contact [support@bmj.com](mailto:support@bmj.com).