Local guidance tool
How to access the admin area for the local guidance tool

New administrators without an account will need to contact support@bmj.com to get set up.

Administrators can then log in with their account details on the BMJ Best Practice website.
Ability to add links to local guidance

Once logged in, an administrator can access the admin area from the top bar on the BMJ Best Practice home page.
This is the administrator homepage.

Here, new links to local guidelines can be added and existing links can be managed.

The administrator can manage existing links by editing or deleting.

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### BMJ Group (Online access from BMA House)

#### Local guidelines

<table>
<thead>
<tr>
<th>Date Added</th>
<th>Guideline title</th>
<th>Topics</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/07/20</td>
<td>A local guideline</td>
<td>Type 2 diabetes in adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/20</td>
<td>A local guideline 1</td>
<td>Coronavirus disease 2019 (COVID-19)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18/06/20</td>
<td>A local guideline 2</td>
<td>Miliaria COPD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When the administrator selects ‘add local guideline’ (see previous slide) they are taken to this screen.

The administrator must complete all of the form fields in order to publish their link.

The same guideline link can be added to multiple topics.
By selecting “Local guidance” from the top bar, users can filter and browse all local content added by their organization.
Local information is clearly highlighted within the topics.

Summary

Trust guidance

BMJ Group (Online access from BMA House) urges you to prioritise the following local guidelines:

Urinary tract infections in men

Published by: BMJ Admin Demo
Last published: 2021

Urinary tract infection in men rarely occurs before 50 years of age.

Often associated with abnormal structure or function of the urinary tract (complicated UTI).

Catheter-associated UTI is the most common cause of nosocomial infection.

Imaging of the urinary tract is recommended for men with persistent haematuria, voiding dysfunction without a clearly identifiable cause such as benign prostatic hyperplasia (BPH), failure of initial therapy, or signs of upper tract infection.
### Local guidelines

- **BMJ GROUP (ONLINE ACCESS FROM BMA HOUSE)**
  - **Urinary tract infections in men**
  - **Published by:** BMJ Admin Demo
  - **Last published:** 2021

### International guidelines

- **UNITED KINGDOM**
  - **Urinary tract infection: diagnosis guide for primary care**
    - **Published by:** Public Health England
    - **Last published:** 2019
  - **Urinary tract infection (lower): antimicrobial prescribing**
    - **Published by:** National Institute for Health and Care Excellence
    - **Last published:** 2018

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The local information is also listed on the “Guidelines” section on the topic page.