# Submission Instructions

Submissions must be provided by 5pm on Friday 23 October 2015

The National Blood Authority (NBA) Australia invites you to make a submission on the DRAFT *Patient Blood Management Guidelines: Module 6 Neonatal and Paediatrics*. In order to ensure that the submission is as comprehensive, relevant and useful as possible, the NBA welcomes:

* general comments about the format and content of the draft
* suggestions for specific changes and additions
* suggestions for dissemination and implementation of the guideline.

Your contribution is greatly appreciated.

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| **How do I make a submission?** |

Please use the submission template to make a submission to the public consultation process.

You will receive an acknowledgement via email when your submission has been received.

The NBA is unable to accept:

* Comments after the consultation deadline (5pm Friday 23 October 2015)
* Comments which do not comply with these submission instructions
* Confidential information or other material that you would not wish to be made public
* Comments, which in the opinion of the NBA are inappropriate.

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| **What contact details are required?** |

Please provide your contact details on the cover sheet of the submission template. Comments that do not have this form attached will not be accepted.

Submissions must include your name, phone number and postal address.

If the submission is from an organisation, please indicate this on the cover sheet. Please include the signatory's position, and the name and position of the person who authorised the organisation’s submission.

Please note that we might contact you during the consultation process to clarify or seek further information on any issues raised in your submission.

**All submissions must be signed, and forwarded to the NBA by e-mail, mail or facsimile.**

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| **How should I format my submission?** |

The submission template is provided in MS Word format.

If you are unable to access or use the template, please email submissions@blood.gov.au

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| **Where do I send my submission?** |

Please e-mail your submission to submissions@blood.gov.au

If you are not able to e-mail your submission you can mail or fax a hard copy to:

Patient Blood Management Guideline Development

Blood Sector Clinical Development

National Blood Authority

Locked Bag 8430
CANBERRA ACT 2601

Fax: (02) 6151 5300

The closing date for submissions is **5pm on Friday 23 October 2015.**

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| **What will happen to my submission?** |

All submissions will be collated by the NBA, and considered in detail by the contracted systematic reviewer and the Clinical/Consumer Reference Group (CRG) at the end of the public consultation period.

The NBA may include your name, or the name of your organisation with your submission, and/or quotes from your submission in any reports prepared relating to this module, and/or the final published module and its later publications.

Comments received in the course of public consultation may be published in the interests of openness and transparency, and to promote understanding about how the module was developed. The comments may be published as a record of submissions that the NBA received. The publication of comments received will not represent endorsement of the comments by the National Health and Medical Research Council, the NBA, its officers, or the Clinical/Consumer Reference Group.

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| **Please use the following checklist to ensure your submission is complete:** |

[ ]  Cover Sheet (signed)

[ ]  Submission Template

[ ]  Any relevant supporting documentation.