

Creating a New Clinical Leaflet - Checklist

Name of new leaflet:	
Your name:	
Date:	
Hospital & Department name:	

	Check all sections <u>before</u> finalising your leaflet	Tick to confirm:
1.	Check that there is not already an existing version of this patient information available.	
2.	The need for this leaflet has been agreed by a clinical lead/ward sister/matron/departmental manager.	
3.	If the leaflet has any information relating to medicines, the Lead Pharmacist (or appropriate deputy) has reviewed the document.	
4.	Existing sources of information have been searched for (e.g. can we use information already available from another Trust? Permission should be sought, for courtesy).	
5.	The text been agreed at a local clinical unit level meeting.	
6.	Could this leaflet be used at other sites? If yes, their contact details have been included in the leaflet.	
7.	A spell-check has been carried out.	
8.	The text is consistent with the use of upper/lower case letters (i.e. when referring to job titles, procedures, departments).	
9.	The document has been proofread by at least one other individual.	
10.	The information addresses the questions people most commonly ask.	
11.	The text uses personal pronouns such as ' we ' and ' you ' rather than 'staff' and 'patient'.	
12.	The information is consistent with best/current practice (a recent literature search been undertaken).	
13.	If related to a procedure or treatment, the information details the main benefits and risks and describes alternatives.	
14.	The information presented is concise (to the point).	
15.	The information presented uses everyday language (free of jargon and medical terminology for which there are lay terms).	
16.	Where the use of medical terminology is unavoidable, there is explanation for what it means.	
17.	Instructions are explained, e.g. why the patient should not drink before surgery.	
18.	The information is presented in a logical sequence, i.e. admission to discharge.	
19.	Images or diagrams must have copyright permission, even if from Google. Try Pixabay.com for free copyright-free images.	
20.	All images are clear, high resolution and similar in design.	
21.	Author's details have been included. (<i>Person responsible for the leaflet – can just be professional title or team name.</i>)	
22.	Staff names in the text have been avoided – <i>if names change during the 3 year life of the leaflet, the document will need to be adjusted, reformatted, reprinted, and old versions discarded.</i>	
23.	Telephone numbers, email addresses and website addresses have been checked. <i>It is vitaly important these are checked before the text is sent. Any errors found after formatting will be charged to your department.</i>	
24.	The content has been shown to patients/parents/carers for their view.	
25.	The content has been agreed as final (all information present, correct and up to date, ready for proofreading).	
26.	Saved name of the document shows clearly what it is about, for future reference. <i>Use the leaflet name when saving.</i>	

On completion please submit to Moving Medicine movingmedicine@fsem.ac.uk along with your new clinical leaflet.