Patient Information Checklist

Use this checklist to help ensure that your publication is clear and easy to understand.

Is the title of the publication clear and relevant?	☐
Is the aim of the publication clearly stated and explained?	☐
Does the publication provide information for the target audience?	☐
Does the publication use plain and appropriate language and tone or the target audience?	☐
Are headings and subheadings used correctly and appropriately to aid understanding?	☐
Is the information written in a logical format that describes, for example, the condition, treatment process or patient pathway?	☐
Have you ensured that gender specifics (he or she) have not been used?	☐
Is the information accurate, up to date and consistent with other relevant sources of information for example NHSGGC clinical guidelines?	☐
Have the risks and benefits have been clearly explained? For example, side effects, complications, alternative options.	☐
Is there clear instruction for appointment-related/discharge information and follow-up appointments?	☐
Does the publication include space for personal details and notes?	☐
If the publication contains any information from other sources or organisations, has it been referenced?	☐
Does the publication contain up to date contact information for any/all services mentioned?	☐
Does the publication contain a glossary and / or contents page (as required)?	☐