

EQIP: Ensuring Quality Information for Patients

© Patient Information Group, Great Ormond Street Hospital

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NOTE: BEFORE USING EQIP, EXPERT CLINICIANS SHOULD ENSURE THAT ALL INFORMATION IS BASED ON RESEARCH EVIDENCE AND IS ACCURATE.

Date expert clinician reviewed and agreed			Reviewer's initials	
Name of publication				
Produced by			If known, wards and departments using	
Year of publication	Not dated		NOTE: If information is not dated or is four years old or more, please re-submit to author for immediate review	
Size and colour	A5 1/3 A4 A4		Other size	Colour purple banner on front cover
Category of information [tick all that apply]	Services		Discharge or after care	Condition or illness
	Test, operation, investigation or procedure		Medication or product	Miscellaneous
Score:				

Questions

[For guidance on answering the following questions, please see the accompanying instructions]

		YES	PARTLY	NO	DOES NOT APPLY & REASON
Q1	Does the document start by telling you what it will cover and then cover what it says?				
Q2	Does it use everyday language, explaining unusual or medical words or abbreviations or jargon?				
Q3	Does it use short sentences of less than 15 words on average?				
Q4	Does it personally address the reader?				
Q5	Is the tone respectful?				
Q6	Is the design and layout of the document satisfactory?				
Q7	Does the document contain easy-to-understand illustrations,				Document does not contain illustrations, diagrams or photos OR

	diagrams or photos that are relevant to the subjects it covers?				illustrations are for decorative purposes only
Q8	Is the information presented in a logical order?				
Q9	Does the document have a named space for the reader to make notes?				

		YES	PARTLY	NO	DOES NOT APPLY & REASON
Q10	Does the document contain contact details for the healthcare services where the reader can receive care or treatment for problems discussed in the document?				
Q11	Does the document contain the date it was produced?				
Q12	Does the document contain the name of the person or department that produced it?				
Q13	Does the document say whether patients and/or their families were involved or consulted in its production?				
Q14	Does it use generic names for all medications or products instead of, or in addition to, brand names and does it designate brand names as such?				Document does not refer to any medicines or products (
<p>If the document contains information about:</p> <ul style="list-style-type: none"> • A condition or illness • A test, operation, investigation or procedure • A drug, medication or product <p>Answer the following questions</p>					<p>If the document DOES NOT contain information about:</p> <ul style="list-style-type: none"> • a condition or illness • A test, operation, investigation or procedure • A drug, medication or product <p>Tick the boxes below</p>
Q15	Does the document quality of life issues, like school attendance or reduced mobility?	Yes	Partly	No	
Q16	Does the document contain details of other sources of information for the reader, such as support organisations or websites?	Yes	Partly	No	

If the document contains information about: <ul style="list-style-type: none"> • A test, operation, investigation or procedure • A drug, medication or product Answer the following questions			If the document DOES NOT contain information about: <ul style="list-style-type: none"> • A test, operation, investigation or procedure • A drug, medication or product Tick the boxes below		
Q17	Is the purpose described?	Yes	Partly	No	
Q18	Are the benefits described?	Yes	Partly	No	
Q19	Are the risks and side effects described?	Yes	Partly	No	
Q20	Are any alternatives described?	Yes	Partly	No	

SCORE: $((\text{Yes} \times 1) + (\text{Partly} \times 0.5) + (\text{No} \times 0) / 20 - \text{Does not apply}) \times 100 = \% \text{ score}$

ADDITIONAL NOTES + ACTION REQUIRED: