



18 February 2009

Dear colleague

Re: Involvement in NICaN Patient Information Audit

Northern Ireland Cancer Network have received funding to undertake an audit of information for people affected by cancer. An exciting part is the development of a panel of people affected by cancer, trained in audit, and able to contribute towards our efforts to improve quality.

The first task for our patient panel will be to audit information resources against quality standards for patient information. These can be leaflets, flyers, booklets. The standards have been based on NHS information standards, i.e. those standards to which our health and social care professionals should adhere when selecting **any** information for their clients.

This is particularly important as we work to develop information pathways, selecting suitable information resources for these pathways and in turn, raising awareness of the services and organisations who publish the resource.

We are pleased to include both health service leaflets as well as charities/voluntary sector leaflets. This is an opportunity for you to find out from our patient panel whether you can improve your organisation's leaflets to meet NHS standards - which have been developed to ultimately benefit the patient, carer or member of the public.

You would receive an individual report for your organisation's leaflet(s), including recommendations for improvement (if applicable) and an invitation for re-audit in the future. You can request for your individual report to be kept anonymous. If so, please state this overleaf.

Please let us know if you wish to be included in this exciting work by following the instructions that follow this letter.

Detailed information about the entire audit is available at www.cancerni.net/audit/patientinformation. If you have any queries, please contact the NICaN office on 028 9056 5860.

Best wishes

Danny Sinclair

Danny Sinclair, Regional Coordinator for Patient Information

Please complete this page and return with samples of your resources (as appropriate) to:

Danny Sinclair
PPI Audit Panel exercise
NICaN Office
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8BH

Name of organisation:
.....

Your name
.....

This organisation does wish / does not wish for its leaflets to be included in the audit.

If you do wish to be included, please supply samples of the leaflets you wish to be audited. **Please supply 6 copies of each title.**

Please write their titles in order of priority below. You may wish to include your most recent leaflets first.

1.
2.
3.
4.

Please ensure that we receive this slip and your leaflets by 20 March.