



ACCP Patient Education Materials Submission Checklist

The following is a simple checklist for groups and individuals (NetWorks, Health and Science Policy Committee, etc.) developing content for patient education materials. The Patient Education Committee will look for these elements when evaluating the materials.

1. Who is the intended audience?
 - Adult patients
 - Pediatric patients
 - Parents of pediatric patients
 - Families (social/coping issues)
 - Caregivers
 - Other _____

2. What sources were used in developing the material?
 - Evidence-based guidelines or other evidence-based source
 - Other references
 - Expert opinion

3. Have you enclosed references that were used in the preparation of material?
 - Yes
 - No

4. What is the intended format of the materials?
 - Print
 - DVD
 - Video
 - Web
 - CD ROM
 - Other _____

5. Is the intended format appropriate for the intended audience?
 - Yes
 - No

6. Is the material written at the recommended reading comprehension level of 6th to 8th grade (adult audience) or at the appropriate other grade level (pediatric audience)? Is the terminology appropriate for the intended audience?
 - Yes
 - No

7. Do you intend to translate this material to other languages?
 - Yes _____
 - No

8. Have you included additional resources for the intended audience?

Yes

No

9.

What is the estimated date when revision of these materials should be considered? _____

Once the content has been developed, reviewed and approved, it is important to consider the following criteria in the design and appearance of the patient education materials.

- The material is attractive
- The type size/font selected is appropriate for the intended audience
- There is sufficient white space for visual interest
- The material is presented in an organized way
- Message is delivered in a clear, direct, and positive way.
- The visuals support/explain the message
- The visual placement in relationship to the message encourages understanding
- The ethnic images are appropriate to age/development of the intended audience.
- Enhancements such as annotations, boxes with text highlights, and sufficient white space are used for readability and comprehension of materials.