

Self Care Aware Fact Sheets – Review and update process

Introduction

The Self Care Forum's self care aware fact sheets are available [here](#). In addition to hosting the fact sheets, this page explains in detail how the fact sheets are developed using evidence-based guidance, peer reviewed and tested via our Self Care Champions and lay members.

The fact sheets have approximately 600 daily downloads and are widely used particularly by health professionals. The Self Care Forum has committed to checking and updating fact sheets every two years. Although if anything comes to light in between that time the Board will review earlier. This document outlines the process for reviewing.

The fact sheets are specifically designed to be on 2 sides A4 this has proved popular with users.

They are designed to be brief with key factual information on advising people to self care, not an overview for a specific condition. They may include key links but should not have numerous links and signposts.

They are freely available on the internet for anyone to access but essentially, they have been designed for health care professionals; GPs, Nurses, Pharmacists, and others, to use as part of shared consultations.

Fact sheets are designed using a standard template using InDesign software.

The purpose of the review:

- The fact sheets are primarily designed for clinicians to use with their patients and/or service users.
- The review is to ensure information is still current and relevant, therefore, it does not need to be reviewed by relevant experts as in the case of developing new fact sheets;
- It is to provide a general clinical overview.

Initial review – the principle here is to check;

- The fact sheet is still current and relevant – (NB: it may be advisable to remove the particular fact sheet if no longer relevant).
- Is the background information up to date?
- Is there any new information since the last review which needs to be incorporated?

Review process:

- Check online for the most up to date version: <https://www.selfcareforum.org/fact-sheets/>
- Check the relevant NICE <https://www.nice.org.uk/guidance> &/or SIGN <https://www.sign.ac.uk/> guidance and when the last review was (NB NICE have a 3

yearly rolling review process) and ensure that fact sheet advice aligns with the latest review

- Check all the links are working, and whether separate links needed for Scotland, Northern Ireland and Wales.
- Consider, is there anything new or coming up we need to be aware of?
- Check NHS and NICE CKS (clinical knowledge summaries) websites and usual search engines where possible for any new evidence. The NICE knowledge hub gives access to Open Athens, Cochrane and BMJ evidence see link:
<https://www.nice.org.uk/about/what-we-do/evidence-services/journals-and-databases>.
- Where new guidance on a particular area is coming out in the next 6 months to a year – advise postponing review until this is published.

NB the fact sheets are not intended as a resource for an overview of a condition. Any advice we recommend needs to be clearly evidence based and supported by NHS and other trusted sources.

While the fact sheets do not contain extensive references any references not included in the factsheet itself should be available separately and might be added to the website page.

The total word count for each factsheet is between 1000-1500 words. Most are in the lower range. Those in the upper range will have less flexibility for new text.

Board members review

Once you have reviewed the fact sheet send back any changes and amended links to Libby who will put the content into the template and circulate to the Board for review.

All Board members to check readability and provide additional sense check and advise if they are aware of anything additional needed.

Libby to check with Self Care Forum Self Care Champions where appropriate.

COVID-19 content

Given coronavirus is still circulating widely the standard text (see below) should be included in fact sheets where there is a potential overlap of COVID-19 symptoms with the condition in question, some symptoms may otherwise be overlooked. This is to serve as a prompt only. The recognised COVID-19 symptoms are now extensive. There is no routine requirement for testing so detailed information is not appropriate and risks becoming out of date quickly.

Depending on the subject matter in the fact sheet this text can be at the beginning or end. For some it is not necessary, for example menopause.

Standard text - Coronavirus:

COVID-19 infection is still common and widespread. Some of the symptoms of [current topic of fact sheet] are similar, so you may also need to consider whether COVID-19 infection is a possibility.

Please follow the NHS advice in your area of the UK and if you are in a high risk group read the appropriate sections and make contact with the recommended agencies if you have symptoms or queries, please visit:

- NHS England: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Northern Ireland NIDirect: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
- NHS Inform for Scotland: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>
- NHS Wales 111: <https://111.wales> .