

ACTIVITY – BREAKDOWN OF COSTS AND PROCESS

Self Care Aware Fact Sheets - Breakdown of essential costs	Price £12,000
Evidence base desk research, by Self Care Forum lead clinician (15hrs x £150)	2,250
Content drafting (15 hours @£150)	2,250
Content review process by Self Care Forum clinicians (10 hours x £150)	1,500
Project Management costs (40hrs x £60ph)	2,400
Editing and production costs (60hrs x £60ph)	3,600
2 yearly updates (included in price)	0
Hosting of resource on Self Care Forum website (included in price)	0
Ongoing basic promotion (included in price)	0
Additional activity	Costs
A Sponsor's link* added to the "where can I find out more?" section of fact sheet for 2 years	2,000
Logo** added to pdf version of fact sheet for 2 years	7,000
Logo** added to website fact sheet page for 2 years	10,000
Fact Sheet image and link added to manager's email footer for 6 month term	2,500
Promotion - Topic specific article added to Self Care Forum website (+ subsequent comms)	2,500
Further specific promotion can be discussed and negotiated	TBA
Video production (done in collaboration with a Self Care Forum partner)	6,000+
Board member attendance / speaker opportunities	500ph+ expenses

Please note costs are a framework and negotiations are possible.

*link must be suitable ie self care related ** at discretion of the Self Care Forum

Self Care Aware Fact Sheet Development Process

Self Care Forum Trustees, who are senior consultant clinicians from the medical, nursing and pharmacy professions, academics and health and public health experts, are responsible for the content writing of fact sheets, using evidence-based guidance and resources such as:

- Clinical Knowledge Summaries from the National Institute for Health and Clinical Excellence (NICE)
- Guidelines from the Scottish Intercollegiate Guidelines Network (SIGN)
- Publications produced by the UK Royal Colleges and major charities
- Selected major peer reviewed scientific articles
- NHS Websites (including those in England, Scotland, Ireland and Wales)
- Patient UK
- NHS National Clinical Reference Groups

The fact sheets are assessed at draft stages and peer reviewed by members of the Self Care Forum Board, advisors and relevant partners and experts.

The final draft is shared with Self Care Forum Self Care Champions who are invited to review the draft fact sheets, checking them for readability and understanding. Champions are patient representatives, social prescribers, link workers, PPG members, academics, health professionals etc.

Fact sheets are reviewed and updated every 2 years by the Self Care Forum, which is responsible for the overall content.

Timing

Depending on the topic and existing Self Care Forum activities, self care aware fact sheets usually take between 3 – 6 months to develop. A quicker turnaround may be possible.

Promotion

All self care aware fact sheets are added to the “Fact Sheets” page of the Self Care Forum’s website. Collectively and individually self care aware fact sheets are widely promoted and disseminated via the Self Care Forum’s network of health and public health organisations as well as social media and monthly newsletters. Relevant awareness raising events are often used to promote fact sheets including Self Care Week in November which is organised by the Self Care Forum.

A link to the fact sheet will also be included in Healthinote, a resource platform supporting 3000 GP surgeries with information prescriptions for their 29,000 patients across the UK.

Logos

It is vital we maintain our integrity which means we carefully consider every logo we add to our resources and website. The Self Care Forum Board ultimately decides after discussing the organisation’s values, ethos, and self care relevance.

Contact:

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