memorandum

To: Health Services Managers, clinical educators, professional practice leaders, and all staff who use, create, review, or approve patient education pamphlets

From: Lara Killian, Librarian Educator, Patient Education

Date: November 2019

Patient Education Pamphlets Archiving Project 2020 – NSHA’s Patient Education Team wants to support you in updating pamphlets from 2012 & 2013 - the oldest in our collection. After January 31, 2020, these pamphlets will be archived if they are not reviewed and updated.

** We are working to update older pamphlet content to NSHA-branded templates, so all NSHA staff have the most up-to-date pamphlets to use with patients and families. As you know, drug names change, contact info changes, and clinical practice changes! **

- NSHA’s policy, [AD-LIB-001 Patient Education Materials: Development and Maintenance](http://library.nshealth.ca/Pamphlets), states that pamphlets should be reviewed every 3 years for currency. [Pamphlets from 2013 or earlier will no longer be available online or at the print shop after January 31, 2020.](https://library.nshealth.ca/ld.php?content_id=35003869)

- Review the list of titles slated to be archived here: [https://library.nshealth.ca/ld.php?content_id=35003869](https://library.nshealth.ca/ld.php?content_id=35003869). They are grouped by classification (general subject area) and then by pamphlet number within the classification.

- Contact pamphlets@nshealth.ca to ask questions or start the updating process. We can provide working drafts to get you started! To ensure continued availability, pamphlets must be reviewed, updated, and submitted to the Patient Education Team for plain language review and layout, and ultimately approved by the appropriate clinical staff, before January 31, 2020.

- Ask colleagues in your area if they are updating needed pamphlets, and pass along this information to those involved in patient education pamphlet projects. You can contact the Patient Education Team at pamphlets@nshealth.ca or 902-464-3146 to ask about a pamphlet’s status.

- Contact the Patient Education Team at any time to start updating pamphlets or to let us know that a pamphlet is no longer being used and should be archived from the pamphlet system. All active pamphlets are listed here by category: [http://library.nshealth.ca/Pamphlets](http://library.nshealth.ca/Pamphlets).

- Help your patients get the info they need to understand and participate in their care. Have you had multiple questions about a particular pamphlet? Could the pamphlet be clearer so patients and families are ready to participate in their own care? Patient education pamphlets should be reviewed at least every 3 years to make sure they are up to date, and also
be updated when details of care change. The Patient Education Team can help with providing Word files, editing for plain language, sourcing images, considering copyright, and formatting to meet current NSHA standards.

Thank you for your help!
Lara Killian, Carmen Dorey, and Jackie Zoppa, NSHA Library Services’ Patient Education Team
pamphlets@nshealth.ca or 902-464-3146

Creating new education materials? Check out our quick start guide, How to Create a Pamphlet.