# Check list for writing information about operations, treatments or investigations.

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* Does the leaflet clearly state what the leaflet is about and who is it for?
* States the procedure and any associated risks?
* Say why are they having it? Give the benefits **and** alternatives (even if there is no alternative).
* What preparation do they need or not need?
* Do they need a general anaesthetic, sedation or local anaesthetic?
* What happens when they arrive at the hospital or the clinic, and who will they meet?
* Will they be asked to sign a consent form or is verbal consent requested?
* What does the procedure involve? How long does it last? What does it feel like?
* What happens after the procedure – pain control, nursing assessment, stitches, eating and drinking?
* How long will they stay in hospital?
* Going home – do they need someone with them or any special equipment?
* What care do they need at home?
* What follow-up care is needed? Do they need to visit their doctor?
* What can go wrong, what signs to look out for and what to do if something goes wrong.
* When can they start their normal activities again, for example, driving, sport, sex or work?
* Who can they contact if they have any more questions?
* Tell people where they can find more information, for example, support groups and websites.
* All leaflets where consent is required must contain the following sentence:

We must by law obtain your written consent to any operation beforehand. Staff will explain all the risks, benefits and alternatives before they ask you to sign a consent form. If you are unsure about any aspect of the treatment proposed, please do not hesitate to speak with a senior member of staff again.