SJHMC PATIENT EDUCATION TOOLKIT

This toolkit contains four documents:

1. **Patient Education Review Process Algorithm**
   a. This will help to provide a visual understanding of the steps needed to create new patient education material and the get the material through the approving committee.

2. **Multidisciplinary Patient Education Committee Process**
   a. This will help you understand the steps needed to create new material, and get the material through the approving committee.

3. **Tips for Creating New Patient Education**
   a. This self-guided tip sheet will help you create high quality patient education material. It will provide you with basic formatting and other needs.
   b. Sections within this tip sheet:
      i. Find existing materials
      ii. Content expert review
      iii. APA format and citing references
      iv. Use of national evidence-based materials
      v. Health literacy facts

4. **SJHMC Patient Education Committee Request Form**
   a. Complete this form when you feel you are ready to present to the committee. This request form outlines the basic expectations for all patient education materials.