

Accessible Information Standard Good Practice Checklist

Practice Name / Practice Contact completing the checklist:	B86059 MEANWOOD GROUP PRACTICE
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The Accessible Information Standard aims to make sure that people have access to information they can understand and any communication support needs they might need. This includes patients, their carers and parents. The following video highlights the experiences of Leeds patients [Spotlight on Accessible Information Standards in Leeds Jan 2023 - YouTube](#)

We now have to make sure that people get information in different formats, if they need it, such as: Large print; Braille; Easy read; or via email. In addition, we must make sure we support people’s communication needs, for example by offering support from a British Sign Language (BSL) interpreter; deafblind manual interpreter or an advocate.

The table below provides a checklist of what should be in place to meet the requirements of the standard. Please provide details of your current position, any plans you have in place in relation to meeting the requirements of the standard and a RAG rate for each section.

RAG RATES:	Achieving	Developing	Undeveloped
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	What you should have in place	Yes/No	If No –What plans do you have/ actions you are going to take.	RAG Rate
1.	Visible posters alerting patients, carers and parents to the Accessible Information Standard near the reception area	YES		ACHIEVING
2.	Information on our website alerting patients, carers and parents to the Accessible Information Standard	YES		ACHIEVING
3.	Communication and information needs and how these can be met is included on the new patient registration form	YES		ACHIEVING

	What you should have in place	Yes/No	If No –What plans do you have/ actions you are going to take.	RAG Rate
4.	A system is in place to ask existing patients if they have any communication and information needs and how these can be met Please share any good practice/	YES		ACHIEVING
5.	A system in place to record any communication and information needs of patients and how these needs can be met.	YES		ACHIEVING
6.	A system that highlights/flags patient's files so it is clear they have information or communication needs and details of how these needs should be met	YES	ALERT MESSAGES ON PATIENT FILES	ACHIEVING
7.	Informed consent/permission to share the information with other NHS and adult social care providers is requested from patients	YES	POP UP ALERTS TO REMIND STAFF TO RECORD CONSENT	ACHIEVING
8.	Information about patients communication and information needs and how these can be met is shared with other NHS and adult social care providers, with consent from the patient	YES	SHARED RECORDS AND/OR INFORMATION SENT TO THE ORGANISATION IF APPROPRIATE	ACHIEVING
9.	Patients get information in an accessible way and communication support if they need it	YES	BRAILLE NOT ALWAYS AVAILABLE BUT WE CAN ACCESS LARGE PRINT, EASY READ DOCUMENTS; BSL AND INTERPRETATION SERVICES. HAVE TRANSLATION SERVICES THROUGH PATCHS	ACHIEVING
10.	Processes in place to review and revise all patients' information and communication needs in a systematic way to ensure patient records are kept up to date in respect of their needs.	YES		ACHIEVING