Subject: Patient Education Pamphlets Maintenance/Deletion Project 2014

Attention: Managers and staff who use, create, review, or approve patient education pamphlets

What: Patient Education Pamphlets Maintenance/Deletion Project 2014 - The Patient Education Team is deleting pamphlets from 2005 and older.

When: Deadline is Feb. 21, 2014

- Capital Health policy number CC 01-020 states that any materials older than 5 years may be deleted from the patient education pamphlet system. **Content from 2005 or earlier will no longer be available via the web or print shop after Feb. 21**.

- **Please check the current titles used in your clinical area in the intranet print code listings and note any titles you use that have dates of 2005 or older**: http://cdhaintra/pamphletcatalogue/index.html

- To ensure continued availability, content needs to be reviewed, updated, and approved by appropriate clinical staff and submitted to the Patient Education Team. Contact pamphlets@cdha.nshealth.ca to start this process.

- The list of pamphlets slated for deletion was distributed to Clinical Nurse Educators and patient education teams are already working on updating some content from 2005 and earlier.

- Check with colleagues and pass along this information to those involved in patient education projects to ask if they are updating needed materials in your area. You can also contact the Patient Education Team at pamphlets@cdha.nshealth.ca or 464-3146 to ask about pamphlet status.

- Later in 2014 the Team will target materials last updated in 2006, as part of this ongoing process. Contact the Patient Education Team **any time** to start updating out of date materials or to let us know that a pamphlet is no longer being used and should be taken down.

- Patient education **materials should be reviewed at least every 3 years to make sure they are up to date, and/or more often** when the standard of care changes. **The Patient Education Team can help with providing Word files, suggesting plain language, sourcing images, and reviewing your changes.**

Thank you for your help!