

Trainee's Forename:																				
Trainee's Surname:																				
Trainee's GMC:							Date of Assessment (dd/mm/yyyy): / / 20__													

Type of written correspondence discussed: Outpatient letter Discharge summary Transfer letter Other (please specify)

Please detail the circumstances of the correspondence:

To be completed in advance

Please document your discussion with regard to the following areas, you may find the following prompts useful:

Domain	Comments
Clarity <ul style="list-style-type: none"> • Is there a separate clear problem list and plan? • Is there jargon? • Is there logical flow? 	
Clinical assessment <p>Is there clear documentation of</p> <ul style="list-style-type: none"> • The history? • The examination? • Investigations? • Impression? • Medication with doses? • Follow up? 	
Communication <ul style="list-style-type: none"> • Is there appropriate discussion of discussion with patient/family? • Are the parents or young person copied in? • Are the appropriate professionals copied in? • Is there a clear plan for the recipient? 	

