### Discharge Letter Audit Template

Learners can complete a discharge letter audit as a valuable learning activity whilst also providing a useful review for clinical staff, checking on investigation results and follow-up.

<table>
<thead>
<tr>
<th>Audit discharge letter</th>
<th>Letter 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y/N/NA</td>
<td>Y/N/NA</td>
<td>Y/N/NA</td>
<td>Y/N/NA</td>
</tr>
</tbody>
</table>

#### Problem list
- Is there a medical problem list?
- Are any obvious and significant problems omitted?
- Are any irrelevant problems listed?

#### History
- Is the documented history appropriate to the problem(s) and question(s)?

#### Examination
- Is the documented examination appropriate to the problem(s) and question(s)?
- Is the current state of health or progress clearly outlined?
- Are the family’s problems or questions addressed?
- Is/are the referring doctor’s question(s) addressed?

#### Management
- Is a clear plan of investigation or non-investigation recorded?
- Are the reasons for the above plan adequately justified?
- Are all known treatments, or the absence of treatment, recorded clearly?
- Are all doses clearly stated in formal units?
- Is adequate justification given for any changes to treatment?
- Is there an adequate record of information shared with the family?

#### Follow up
- Is it clear whether or not hospital follow-up is planned?
- Is the purpose of follow-up adequately justified?

#### Clarity
- Is there much unnecessary information?
- Does the structure of the letter flow logically?
- Are there any sentences you don’t understand?

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*Adapted from SAIL (Sheffield Assessment Instrument for Letters)*

royal College of paediatric and Child Health UK

[http://www.rcpch.ac.uk/Training/Assessment/Assessment-tools-guidance/SAIL](http://www.rcpch.ac.uk/Training/Assessment/Assessment-tools-guidance/SAIL)