



E-discharge summary self-assessment checklist

E-discharge summary learning resource

This checklist is to be used alongside the completion of e-discharge summaries

Section	Key points	Check
Patient details	The e-discharge summary is for the correct patient.	<input type="checkbox"/>
Admission details	The main reason for admission is clear.	<input type="checkbox"/>
	Relevant past medical history is included.	<input type="checkbox"/>
Diagnoses	The primary diagnosis is accurately documented.	<input type="checkbox"/>
	Any secondary diagnoses are accurately documented.	<input type="checkbox"/>
Clinical summary	The hospital episode is briefly described with relevant detail.	<input type="checkbox"/>
	The hospital consultant and specialty can be identified.	<input type="checkbox"/>
	Operations or procedures are written with sufficient detail.	<input type="checkbox"/>
	Details of relevant investigations have been included.	<input type="checkbox"/>
Discharge details and plan	The hospital post-discharge management plan (including follow-up) is clear.	<input type="checkbox"/>
	It is clear and explicit what is expected of the GP following the patient's discharge.	<input type="checkbox"/>
	The patient's understanding of events is included along with any of their concerns, expectations or wishes	<input type="checkbox"/>
Medication	The patient's medication on discharge is fully documented.	<input type="checkbox"/>
	Changes to the patient's medications have been highlighted with rationale clearly described.	<input type="checkbox"/>
Allergies and adverse reactions	Any causative agents and corresponding reactions are recorded.	<input type="checkbox"/>
Person completing record	The clinician completing the discharge summary is accurately recorded.	<input type="checkbox"/>
Distribution list	Ensure all relevant recipients are listed: GP and patient plus perhaps carer, care home, physiotherapist, etc.	<input type="checkbox"/>
General – quality of communication	Overall, the information in the discharge summary is presented in a clear, concise manner with an appropriate level of detail.	<input type="checkbox"/>
	Acronyms or abbreviations have been avoided or defined.	<input type="checkbox"/>
	There are no spelling, grammar or punctuation errors.	<input type="checkbox"/>
	Any info copied and pasted has been edited to select the most relevant details that make sense in isolation.	<input type="checkbox"/>
	The discharge summary indicated where the patient has been involved in planning and monitoring their own care.	<input type="checkbox"/>