

Name of document:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Who requested reader group feedback?*(Name, job title, organisation)*

Reader group - Report

V1.0

Brief

NHS Leeds Clinical Commissioning Group (CCG) is responsible for planning and funding (commissioning) the majority of health services for people in Leeds. We work closely with our health partners to deliver the best possible health and care services to the people of Leeds.

What is the reader group reviewing? *(to be completed by engagement team using information provided in reader group guidance document)*

We have received a request for the CCG's reader group to review *(insert brief description of document sent for review)*.

What is the purpose of the resource? *(to be completed by engagement team using information provided in reader group guidance document)*

The aim of *(insert why the document has been developed and what it hopes to achieve)*.

Who's been involved in developing this resource? *(to be completed by engagement team using information provided in reader group guidance document)*

Please include how and who has been involved in developing this document/resource

The reader group were invited to comment on **XX** ('a' or number) document(s) created by *(organisation)* from a patient perspective, looking at formatting, how easy it was to understand, whether anything was missing and how suitable it is for other people in the community. Patients were not asked to comment on the project itself. The email was sent to NHS Leeds CCG Network members who are signed up to participate in the reader group work.

We received **XXX** responses from the reader group.

You can view the full feedback from the reader group in the last section of this report.

You can view the original document that was submitted to the reader group here: *(a member of the NHS Leeds CCG engagement team will link the documents below)*



Themes and recommendations *(to be completed by staff who requested feedback)*

Use the feedback provided by the reader group to highlight areas of improvement and edits you may need to make. You can then use the table on the next page to highlight what changes you have made based on the feedback.

Did the reader group think that the document was...	Yes (✓)	No (X)	Partially (-)	Themes/Comments
Clear who the document is for, who it is from and what it is about				
Eye catching				
Simple and easy to understand				
Free of unexplained medical terms				
Speaking to the reader				
Free of spelling, accuracy or grammar issues				
Informative on everything the patient may need to know				
Clear on who to contact and how if there were queries				
Linked to other useful information or websites				
Sympathetic and sensitive				
Clearly laid out, clean and uncluttered				
Sufficient in its contrast between the backgrounds and text colours used				
Appropriate in its use of image/photos				
Offered in an alternative format				
Were there any main themes identified that were not highlighted above?				



Of the items above, please detail below the areas that need to be improved and how you have addressed it in the final document:

Area to be improved	How have you improved that area?

You can view the final document below: (engagement team to link it below after being sent it by organisation feeding back)



Reader Group Feedback

(NHS Leeds CCG engagement team to copy the feedback from the reader group into this section below)

