**Guidance for Patient Information Project Authors**

The [**BSSH Patient Information Project Production Guide**](https://docs.google.com/document/d/1-XnJms3b57thFuH8BQ1Nd2vHEPrx5w4yPR8VLjqD1Cs/edit?usp=sharing) provides a detailed summary

**In summary:**

1. The purpose of the Project is to provide high quality online patient information for common conditions that meet modern standards. The information is expected to be relevant for multiple stages of the patient pathway for each condition.
2. Editorial oversight is provided by the Patient Information Project Working Group members.
3. New authors will have an introduction with the editor or associate editor to give a detailed overview of the writing process. A list of core topics has been identified to focus effort on the most common conditions and injuries.
4. As a minimum, the authorship team is composed of a patient, a hand therapist and a surgeon. The patient will have experienced the condition or injury in question.
5. Multiple sources of information will be used and recorded by authors to help generate content, including publications, clinical guidelines, systematic reviews and other patient information documents.
6. The Patient Information Project uses Google Drive to securely store the patient information documents, references and feedback. Authors have access via their own accounts.
7. Each topic will be developed in a Google Doc format on Google Drive. Once the content is approved, it will be formatted into a draft web page and PDF for final approval by the Working Group.
8. A consistent branding and style is used. There are two main types of page format on the website. These cover ‘hand conditions/injuries’ and ‘general advice’. Each has a template.
9. Accessibility, inclusivity and readability are key aspects in generating and displaying the patient information. The specifics are provided in the Production Guide.
10. The review schedule for each topic is standardised at 36 months. The process for review starts 6 months before this date. Rapidly developing topics will have a shorter review schedule.