

Please write to me – launched

4 September 2018

I am pleased to announce the Academy today launched new guidance for hospital doctors, encouraging them to write directly to the patients they see in their outpatient clinics rather than write about them to their GPs. We recommend this procedure is adopted as best practice.

The guidance covers general aspects of letter writing and applies to letters and emails and while the focus of this document is on doctors' letters, it is relevant to all clinicians who write letters.

We are asking Medical Schools, Royal Colleges and Specialist Societies to complement the guidance with specific information. The guidance can be included in undergraduate and post-graduate teaching materials and used when assessing written communication skills.

We hope hospital trusts and clinical teams support this initiative and provide help training to all who need it.

I am particularly grateful to Dr Hugh Rayner who initiated this work and to colleagues at the Royal College of General Practitioners who have supported it wholeheartedly.



Professor Carrie MacEwen, Chair, Academy of Medical Royal Colleges