



Masters of Medicine Conjoined Programme (UM, UKM, USM, UPM, UITM) Sheffield Instrument for Letters (SAIL)

Trainee's Name											
Date of enrolment						Matric Number					
Phase of Study						Trainee's MMC Number					
Hospital						Posting					
Patient's registration number:											
Type of patient: New patient / Follow up / Referral / Other											
Complexity of case(s) referred in the letter: Low / Average / High											
How is the letter chosen: Selected / Random											
Problem list											
1. Is there a medical problem list?						Yes	No				
2. Are any obvious and significant problems omitted?						Yes	No				
3. Are any irrelevant problems listed?						Yes	No				
History											
4. Is there a record of the family's current concerns being sought or clarified?						Yes	No				
5. Is the documented history appropriate to the problem(s) and question(s)?						Yes	No				
Examination											
6. Is the documented examination appropriate to the problem(s) and question(s)?						Yes	No				
Overall assessment											
7. Is the current state of health or progress clearly outlined?						Yes	No				
8. Are the family's problems or questions addressed?						Yes	No				
9. Is/Are the referring doctor's question(s) addressed?						Yes	No				
Management											
10. Is a clear plan of investigation or non-investigation recorded?						Yes	No				
11. Are the reasons for the above plan adequately justified?						Yes	No				
12. Are all known treatments, or the absence of treatment, recorded clearly?						Yes	No				
13. Are all drug doses stated in formal units?						Yes	No				
14. Is adequate justification given for any changes to treatment?						Yes	No				
15. Is there an adequate record of information shared with the family?						Yes	No				
Follow up											
16. Is it clear whether or not hospital follow-up is planned?						Yes	No				
17. Is the purpose of follow-up adequately justified?						Yes	No				
Clarity											
18. Is there much unnecessary information?						Yes	No				
19. Does the structure of the letter flow logically?						Yes	No				
20. Are there any sentences you don't understand?						Yes	No				

