

Accessible information and preparation

Make the important question easier to find, prepare and ask.

IAE turns complex process information into clear preparation resources. A question sheet, plain-language guide or accessible edition can help adults living with a condition, families, carers and professionals organise what matters before a conversation.

A useful first output

Begin with a recurring question. Develop one resource with a clear purpose, reliable sources and a useful next step.

For the organisation

A maintained resource gives the organisation a consistent starting point for recurring questions and a way to spot what still needs explaining.

For the people it supports

Someone can choose their priorities, prepare in their own time and take the output to the responsible care or programme team. A companion can help without taking over.

Review the benefit

Test whether intended users can find, prioritise and understand the questions in the format they need.

Which question does your community keep asking?

Explore the relevant IAE work and choose an enquiry route at iaeconsults.co.uk/working-together.html#offer-06

Prepare a useful first conversation

Use this sheet privately to shape a short outline. It is not an application, agreement or request for medical information.

Who is the work for?

Name the intended users and what they need to do. This keeps the output connected to a real task.

What is difficult now?

Describe one recurring question, handover or resource gap. An example helps define the work.

What would help first?

Choose a manageable output and how someone would use it. This prevents the brief becoming a list of activities.

Who should review and maintain it?

Identify the appropriate role and any format, language or timing needs. These shape the handover.

Leave out personal medical records and confidential case details. Keep or edit this on your device. Nothing is sent by downloading or completing this sheet.

Choose the appropriate contact route at iaeconsults.co.uk/working-together.html. Scope and arrangements are agreed before work begins.