4 April 2005

Distribution: EFIM Administrative Council, EFIM Executive Committee

Dear Colleagues

Re: EFIM Quality of Care

Further to our recent EFIM meeting in London, I would like to ask for your help in forwarding the process of obtaining evidence-based guidelines on Quality of Care that have been developed by all national societies. If there are any from your society, please complete the attached questionnaire and send me the guidelines available in your society – preferably by e-mail.

The AGREE website: www.agreecollaboration.org sets out the criteria. Here you will find a list of 13 Translations. I would be grateful if you could have a look at any in your national language to see how they might be developed.

Also as discussed in London there are two documents that we would like made available as widely as possible:-

1. Gold Standard for quality in practising internal medicine - rule of ten
2. Immediate Discharge Document (IDD) - rule of twelve

These are attached, and I ask for your assistance in implementing these guidelines by posting them on your national society websites. Any suggestions for improvement will be welcomed.

Kind regards

Yours sincerely

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Enclosures:
1. Gold Standard – rule of ten
2. Immediate Discharge Document – rule of twelve
3. Short Questionnaire for completion by all national societies