**Summary of Information for Patients (SIP):**

**Guidance for industry on completing the template**

**Summary of Information for Patients (SIP) at NICE: Introduction**

The Summary of Information for Patients (SIP) is a plain English summary of the company submission. It is written by the company for patients to help them participate in a Health Technology Assessment (HTA). We ask the company to use the template provided by NICE modified from the International SIP template.

**Note: The information in the template should not include any confidential information and will be published alongside the other committee papers on the NICE public website.**

**A completed SIP should not exceed 20 pages including all references.**

**The purpose of the SIP**

The purpose of the SIP is to provide patients and patient groups involved in providing input to the HTA evaluation, with relevant and appropriate information on the medicine collected and summarised in one document. Patients will use the information provided in the SIP as an important resource as they consider their own input into the HTA evaluation. The SIP is not intended to replace a patient or patient group’s own information gathering, but to complement it.

The SIP may also serve as a useful resource for any other stakeholders that appreciate a plain language summary of the medicine and its benefits and risks.

**How to complete the SIP**

***Prompts and content***

We provide guidance to complete each section of the SIP within the template. Please feel free to add additional details that you consider relevant.

***Compliance and factual accuracy***

For compliance purposes, please ensure all information provided is factual and presented in a balanced way. It should represent fairly the current body of evidence relating to a medicine and its benefit/risk profile without including any promotional wording. The information should be scientifically robust and referenced appropriately in Vancouver style.

Research has shown the importance for HTA bodies to reassure patient groups that nothing promotional or biased has been included by industry. NICE’s public involvement programme will review all completed SIPs before sharing with patients for bias or promotion.

***Language and style***

Please **complete the SIP using plain language** that will be easily understandable by a lay audience. Please **avoid the use of technical or scientific jargon,** ortake time to explain terms as simply as possible. Please do not use any acronyms in the SIP. Terminology should be explained in each section as you go. However, a “glossary of terms” section has been included at the end of the template for you to complete to help patients.

Wherever possible, please use diagrams or infographics to help make the information patient friendly, with accompanying text for accessibility.

We recommend the use of short sentences and simple sentence structure, the use of headings and clear explanations for any scientific or technical terminology. We recommend the author of the SIP **test the wording and language with a lay reader and with a patient or patient group before submission**, to ensure the language is suitable for them.

According to the [International Plain Language Federation](http://www.iplfederation.org/plain-language/), a communication is in plain language if its wording, structure, and design are so clear that the intended audience can:

* Easily find what they need
* Understand what they find
* Use that information

For the UK, please see the [Plain English Campaign website](http://www.plainenglish.co.uk/).

**Background to the international SIP template**

The **Summary of Information for Patients** template has been adapted for use at NICE from the [Health Technology Assessment International – Patient & Citizens Involvement Group](https://htai.org/interest-groups/pcig/) (HTAi PCIG) International Template. Information about the development is available in an open-access [IJTAHC journal article](https://www.cambridge.org/core/journals/international-journal-of-technology-assessment-in-health-care/article/development-of-an-international-template-to-support-patient-submissions-in-health-technology-assessments/2A17586DB584E6A83EA29E3756C37A14)

The international SIP template has been co-created by a multi-stakeholder group of the HTAi Patient and Citizen’s Involvement Group (HTAi-PCIG), with input from industry, HTA bodies and patient group representatives. For more information please refer to the HTAi website: <https://htai.org/interest-groups/pcig/resources/>.

The international SIP template is intended to develop a consistent information resource to support patient and patient group input to HTA and tailored by individual HTA bodies, such as NICE for their process and methodology The international template can be used by organisations in HTA submissions across the globe, in order to simplify and align the process for industry to provide consistent and relevant information as part of their submissions (e.g. by integrating the SIP template into their Global Value Dossiers, which form the basis of local HTA body submissions). For patients receiving a completed SIP will support their input, as they will receive a summary of the medicine in a familiar format and in plain language.

It is hoped that this consistent, templated approach will support patients to provide input into the HTA review, leading to better information on which to make decisions and ultimately improving access to medicines for patients around the world.

In the design of the international SIP template, HTAI PCIG sought to develop a format that is globally applicable across different countries and HTA bodies. We hope pharmaceutical companies incorporate the completed SIP within their Global Value Dossier for a product, which in turn forms the basis of local HTA submissions. Additionally, the submitting pharmaceutical organisation may wish to add certain country-level information where needed to provide local context in the SIP.

Please share any feedback or to hear ideas for future improvement for future versions with HTAi PCIG. Contact: [interestgroups@htai.org](mailto:interestgroups@htai.org) subject: HTAi PCIG