



*Training and Professional Development*

## Record Keeping and Documentation

**This session aims to ensure staff are aware of their responsibilities and accountabilities for record keeping and documentation in line with organisational policies and best practice guidelines**

Course Objectives \_\_\_\_\_

- To evaluate the reasons and importance of correct record keeping and documentation
- To gain awareness of the correct content and style, essential for 'best practice' record keeping
- To discuss the importance of duty of care and confidentiality, data protection and information governance (Inc. Caldicott Principles)
- To review accountability and responsibility in relation to all record keeping, (clearly evidencing that care/support is assessed, planned, delivered and any actions taken with or in the best interests (following MCA) of the individual to accommodate fluctuations and to achieve expected outcomes is documented in a timely manner)
- To improve staffs' confidence in this essential skill and to discuss some of the barriers to effective record keeping

Course Notes \_\_\_\_\_

- This session is suitable for all staff – can be delivered inhouse or via zoom
- Organisational documents can be incorporated if supplied to the trainer in advance or on the day of training

COURSE INFORMATION	
<b>Duration:</b>	Half day
<b>Who should attend:</b>	All staff
<b>Certification:</b>	Certificate of Attendance
<b>Travel Charge:</b>	Dependent on Location

Training and Assessment in Healthcare Ltd, 15 Hurricane Way, Norwich NR6 6EZ

Tel: 01603 611107 Email: [training@tihcuk.com](mailto:training@tihcuk.com)

Website: [www.traininginhealthcare.co.uk](http://www.traininginhealthcare.co.uk)

Managing Director: Linda Evans RGN. Company Secretary: Howard Evans. V.A.T. registration No: 948 7300 96