



REPORTING & RECORD WRITING

Course Number
SC0407

Validity
3 Years

Duration
1/2 Day

Assessment
Continuous

Regardless of their position within an organisation, all health & social care staff need to understand their responsibilities in terms of reporting and recording. Unreported concerns, missing, or incorrect records can have very serious implications. When, what and how to report and record is at the heart of the course. Attending delegates will gain a firm understanding of the reasons why accurate records must be maintained and gain confidence to do so.

Suitable for:
Care



Every health and social care worker needs to be able to identify significant information; record it in a way that maintains the best principles of support service; and use existing written information effectively as a starting point for high quality support.

Introduction

- Introduction and course overview

Course Programme

- Reporting & recording key principles
- Embracing the need for records vs time allocated to care
- Why & what to report & record
- Defining records used within a care setting
- Presenting information
- How to report & record
- Who are the records for?
- Confidentiality
- "Keeping it safe"
- Accountability
- Legislation
- Maintaining records
- Course evaluation