

Course Description:

Record Keeping is an important skill which reflects good practice when completed accurately and is an important tool for communication. All health and social care staff, regardless of their position within an organisation, need to understand their responsibilities in terms of reporting and recording. This course will increase staff skills regarding record keeping, ensuring that they are not only meeting the required standards for quality care, but also adhering to legal requirements. Good record keeping reflects a Company's professionalism and positive attitude towards client care, safeguarding and respecting confidentiality.

Duration:

The session is delivered over half a day. Training times are normally 9.30-12.30 or 13.30-16.30

Course content:

Key Principles of Reporting and Recording: Why and what to report and record; How to report and record; Confidentiality; Accountability; Legislation; The purpose of care records

Certification:

Delegates will receive a certificate of attendance on completing the course.

Numbers:

A maximum of 16 delegates can be accommodated on this course.

Location:

We are able to deliver this course at your own site which will assist in reducing costs. Alternatively we can deliver at our own Training Academy. It is also possible for individuals to join our own staff training sessions. Please contact training@brookdalecare.co.uk to discuss your requirements.