

Recording and Reporting

Aims and Objectives:

- Understand personal and legal responsibilities to evidence the care provided
- How the documents contribute to the overall care plan
- How outcomes for the service user are identified and how care plans can contribute to achieving these outcomes
- The importance of appropriate language
- The difference between subjective and objective reporting and the risk of making assumptions

Course Duration: 3 Hours

Assessment Method: Workbook, case studies, informal assessment

Once something is written in an individual's file it is likely to have a profound effect on their immediate circumstances and long-term wellbeing. This short course is for health and social care professionals, and all people who record and report information about older people in community and nursing settings.

As a participant in this course, you explore the role and purpose of, and the skills involved in, writing records and reports. You build on your skills and enhance your confidence in structuring, writing and evaluating records and reports so others can understand them.