

Record Keeping

Suitable For:

Staff who work in care settings or the community and need to keep accurate records as part of their role

Aims And Objectives:

This course provides candidates an understanding of the importance of good record keeping according to legislation

Course Content:

- Identify the legal framework relating to record keeping
- Explain the difference between accountability and responsibility
- Demonstrate effective record keeping practices
- Understand the importance of good care planning including person-centred approaches
- Describe the relationship between record keeping and confidentiality
- Discuss the value of records in relation to communication
- Show awareness of records required by regulatory bodies in social care
- Assessment and Evaluation

Course Duration:	½ Day	No. Of Delegates:	12
Exam:	Continual assessment	Location:	Stowan Training Centre or your Site

Certification:	Valid for 3 years
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