

Consummate skill: Documentation and confidentiality

Basic description of course and content

Accurate patient records and documentation should be an essential part of every healthcare practitioners professional practice. Too often they are vague and abbreviated, even sloppy, which not only affects patient care but also impacts on any future legal action, inquest or inquiry.

This half-day course aims to provide a guide to excellent record keeping and the basic confidentiality principles that govern your day-to-day practice.

Objectives

- Recognise the importance of patient records and documentation and how they may be used in the future
- Practical guidance on excellent record keeping
- Enable managers to assist their staff in producing unfamiliar documents, including statements, with confidence
- To give delegates a thorough understanding of the Data Protection Act and the common law rules of confidentiality

Who should attend?

Suitable for all members of staff, however, may be of particular interest to managers at any level, team leaders and supervisors.