

RECORD KEEPING



Product Syllabus:

- The principles of good record keeping
- Knowing the use of records
- Making sure information is understandable
- Ensuring relevance
- Being clear and concise
- Facts
- Accuracy
- Checking
- Accountability
- The worker's role in record keeping
- Using records appropriately
- Working with reading/writing difficulties
- Developing good record keeping habits
- Making sure records are useful
- Legal requirements of records
- Access to records
- Confidentiality
- Different levels of recording
- Care plans
- Using black ink and why
- When to use red ink
- Open and closed records
- Dealing with mistakes correctly
- Proper recording styles

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