



Reporting and Record Writing

The mechanics of accurate report writing are covered in this Defensible Documentation, Reporting and Record Writing training course. Workers who feel a sense of urgency when it comes to maintaining and writing accurate reports naturally fall into safer, better working habits over the long term.

Programme/Course Content:

- Reporting and recording – key principles
- Embracing the need for records vs. time allocated to care
- Why and what to report and record
- Defining records used within a care setting
- Presenting information
- How to report and record
- Who are the records for?
- Confidentiality
- “Keeping it safe”
- Accountability
- Legislation
- Maintaining records
- Summary and evaluation

Aimed at: Each of our courses can be tailored to meet your team’s requirements, whether introductory, intermediate or advanced. We can design the ideal solution to accommodate your team’s ability, knowledge, practical experience and previous training.

Accreditation: Compliant with the National Occupation Standards for Health and Social Care Workers and satisfies the requirements of the Care Quality Commission

Further information: Please contact us to discuss any of your training needs.