

Keeping Effective Clinical Records

Training Course Details

About This Course

This course covers vital theory and practical techniques for all aspects of keeping clinical records.

Who Should Attend?

All healthcare staff.

Course Objectives

To provide an overview of the legal issues in relation to record keeping and to enable students to be aware of best practice in relation to record keeping. The student will also understand the potential consequence of poor record keeping.

Course Overview

Welcome and introduction, followed by:

- Why keep records?
- Confidentiality issues
- Principles of defensive records
- Recent case law
- Legal requirements / codes of conduct
- Data protection
- Content, style, audit, access and complaints
- How to protect yourself

Practical scenarios to recap key points

Assessment – written and practical

Course Details

Duration **½ day**

Certificate **Certificate of completion provided**

Course Title **Keeping Effective Clinical Records**

Course Ref **HC008KECR**