



## Effective Documentation in 90 Minutes



This course offers the same learning outcomes as the 3-hour 'Record & Report Writing' course but is much faster paced and there is less time to practice the practical skills involved. It's ideal for new starters who need to understand the importance, both legal and professional of prompt and meaningful records. The course can also be useful as a refresher for more experienced staff.

### What you will gain by attending:

- Understand the legal & professional obligations in creating & maintaining accurate records
- Demonstrate an understanding of the role record keeping plays in the delivery of care
- Create manageable records that make sense to others
- Understand why we should avoid clichés
- Appreciate the value of being non-judgemental
- Understand the importance & limits of confidentiality
- Write in SMART language.