Record Keeping and Report Writing

Aim
To give participants the skills which are necessary to compile concise, clear and accurate records and reports

Target Group
Anyone working in a health and/or social care setting. It is helpful if all participants have a similar background, ie they are all required to write broadly similar records and reports.

Venue and duration
Your own training room. A full day is certainly best. We could squeeze the training into a half day if you wish, but you would have to tell us what to cover, and what to leave out.

Learning outcomes: by the end of this session participants should:

- Be able to list the main points of the Data Protection Act
- Be able to explain the importance of keeping records and reports in written form
- Appreciate the importance of knowing the exact purpose of a record or report
- Be able to avoid the use of misleading jargon
- Understand the difference between opinion, professional assessment and fact
- Be able to define exactly what is meant by confidentiality and how it applies to records and reports
- Understand what level of detail is necessary and appropriate for different types of records and reports
- Be able to explain the circumstances in which records and reports are open to service users, and the circumstances in which they are not open to service users
- Fully understand the organisation’s policies and procedures in relation to records and reports
- Have practiced compiling a short record or report which is relevant to the organisation in which they work
- (If appropriate, have practiced various rules of grammar and spelling in relation to records and reports)

Training methods used
All of our training sessions are intended to be as interactive as possible. Participants are encouraged to ask questions, make comments and bring up their own issues. We use lots of different methods including quizzes, case studies, video clips and small group work as well as direct teaching. We want participants to leave the session saying “that was really enjoyable - and it was directly relevant to my working life.”