

Record Keeping Reflective Exercise Care Support Workers

Bank Member:

CIMS (if applicable):

Introduction

NHS Professionals is committed to the continuous professional development and support of all Bank Members. This reflective exercise is aimed to provide you with a framework for development and reflection in your current practice.

Clear and accurate record keeping is an integral part of health care practice and is essential to the provision of safe and effective care. It is not an optional extra to be fitted in if circumstances allow.

Record Keeping Exercise

Competency	Your Practice Experience
In line with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) how do you ensure good record keeping in practice?	
Why are you responsible and accountable in maintaining accurate patient records and how do you maintain confidentiality of patient information?	
Why is it important to complete written records in black ink?	
Why is it important to produce legible, factual, and accurate patient records, that are written up as soon as possible after an intervention and are signed, timed, and dated?	
Why is it important to use your own log-in details when completing electronic patient records, and to log-out immediately following the entry?	
How do you ensure that your patient records give a full account of care provided / observations?	
Why should you ensure that your patient records are unambiguous, contain no jargon or abbreviations, and that any alterations are dated, timed and signed, and remain legible?	
Why is it important that errors are corrected with a single line through the incorrect entry? What else should be included?	
Why should patient care records be kept secure and not left accessible, or shared unlawfully with anyone not directly involved in the patient's care?	

References

NHS Professionals Record Keeping Guidelines (NHSP 2021)
 Data Protection Act (DPA 2018)
 General Data Protection Regulations (GDPR 2018)