

Effective Report Writing and Record Keeping

Course duration: 1 day

Maximum no of delegates: 15

Aims/Objectives

This course provides an opportunity to understand the need for effective report writing and record keeping. Clear and comprehensive records are necessary to justify the need for treatment, to document the effectiveness of that treatment, and to have a legal record of events.

Target Audience

This training course is designed specifically for workers in the health and social care sectors.

Course Outline

- The need for good communication
- Why we write reports
- Elements of good report writing
- Record keeping skills
- Legal aspects of record keeping
- Best practice

Methods Used

- Power-point
- Group work
- Discussions
- Exercises/scenarios
- Hand-outs
- Evaluation

Trainer biography – Gerry Brophy

Gerry Brophy is an experienced nurse clinician, Mental Nurse, solution focused therapist and adult social care trainer, who trains multi-disciplinary groups in a wide variety of health and social care topics in both clinical and managerial areas. These include Learning Disability, Mental Health, Dementia and Elderly Care. Gerry has substantial experience training local authority staff in the Mental Capacity Act and Quality Assurance framework, as well as multi-disciplinary teams on the Framework for NHS Funded Continuing Healthcare. He also trains Social Health Care teams on the Deprivation of Liberty Safeguards. Gerry brings a wealth of experience and knowledge to his training and his courses continuously evolve through regular research and development. He is a popular and well-liked trainer.