

Defensible Documentation in Healthcare

**Wednesday 22nd
November 2023**

Virtual via Zoom

9.15am Registration

9.30am Welcome

4.30pm Close

Course Fee

£250.00

Accreditation

This course is eligible for **6 CPD** hours subject to your peer group approval

Suitability

Defensible Documentation Training is targeted at managers, nurses, team leaders, HCA's and support workers who work in hospitals, care homes, community teams, mental health units, learning disabilities, domiciliary agencies and voluntary organisations

The Venue

This event will be conducted virtually via Zoom, please ensure that you have the software downloaded and a free account created prior to the day of this course. You can sign up to Zoom [here](#). More information regarding Zoom and how to join the course will be emailed 2 weeks prior to the event.

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E: andrewsimscentre.lypft@nhs.net

W: andrewsimscentre.nhs.uk

About this course

Defensible Documentation Training is delivered by live interactive webinar. It is designed to give attendees a better understanding of the principles of good communication and record keeping. Effective communication skills are essential when working in the healthcare sector. The CQC looks to this as a key indicator of good practice.

Course Objectives

After attending this course you will be able to:

- Raise awareness of the importance of keeping defensible documentation and accurate electronic paper records
- Understand the purpose and principles behind quality written information
- Recognise information that is appropriate and inappropriate for recording
- Identify effective and appropriate ways of presenting information
- Understand the need for, and the limits of, confidentiality

About the course

Course content of the day will consist of the following:

- Why do we need defensible documentation?
- Written records for healthcare and independent care
- Good practice guidelines
- What should and should not be documented
- Taking and making accurate records
- The use of 'plain English' and minimising the use of jargon
- Keeping records secure
- Confidentiality and GDPR
- Principles of the GDPR
- Defensible documentation
- Legalities
- The potential consequences of poor recording keeping

Andrew Sims Centre Reservation Form

CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ("GDPR"). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, by receiving our fortnightly newsletter, please tick []

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here []

Course Title: Defensible Documentation in Healthcare

Course Date: Wednesday 22nd November 203

Your Details

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title:.....

First Name:..... **Surname:**.....

Job Title:.....

Speciality:.....

Trust/Organisation:.....

Work Telephone:..... **Mobile:**.....

Email:.....

Dietary Requirements:.....

Other:.....

Signature:..... **Date:**.....

Payment Options

ONLINE: Please visit www.andrewsimscentre.nhs.uk and pick the course you would like to attend to book and pay.

TELEPHONE: With debit or credit card 0113 855 5638

INVOICE: Please send a copy of Purchase Order with delegate details/Trust/PO Number to andrewsimscentre.lypft@nhs.net

LYPFT INTERNAL TRANSFER & STUDY LEAVE Please email andrewsimscentre.lypft@nhs.net with the following information:

Budget Holder Name & Email.....

Budget Code.....

Budget Holder Signature.....

Budget Transfer will occur in **November** 2023

ALL PAYMENTS MUST BE RECEIVED IN ADVANCE OF EVENT