

## Effective Report Writing and Record Keeping

### Course Description:

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. Delegates will explore techniques on how best to achieve this. Professionals in all positions and settings must be concerned with documentation. After all, excellent record keeping does not guarantee good care, but poor record keeping poses an obstacle to clinical excellence (Kibbee & Lilly, 1989).

### 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

### Course Duration:

1/2 day

### Assessment:

There is no final assessment. The tutor ensures a thorough understanding has been achieved by questions, answers, discussion and practical scenarios

### Certification:

All delegates will receive a certificate of attendance

