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### Good record keeping, has many important functions.

Helping to improve accountability showing how decisions were made supporting the delivery of services supporting effective judgements and decisions supporting communication making continuity of practice easier providing documentary evidence of services delivered promoting better communication and sharing of information with partnership agencies.



## Record Keeping Guidance

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### Other functions include .....

- Helping to identify risks, and enabling early detection of concerns
- Supporting audit, research, allocation of resources and performance planning
- Helping to address complaints or legal processes

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### Principles (5)

- Records should be readable when photocopied or scanned.
- You should not use coded expressions of sarcasm or humorous abbreviations to describe the people in your care.
- You should not falsify records.

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### Principles of good record keeping

- Handwriting should be legible.
- All entries to records should be signed. In the case of written records, the person's name and job title should be printed alongside the first entry.



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### Principles (4)

- You must not alter or destroy any records.
- In the unlikely event that you need to alter your own records, you must give your name and job title, and sign and date the original documentation. You should make sure that the alterations you make, and the original record, are clear and auditable. The language that you use should be easily understood

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### Principles (3)

- You should use your professional judgement to decide what is relevant and should be recorded. You should record details of any assessments and reviews undertaken, and provide clear evidence of the arrangements you have made for future planning and case management. Records should identify any risks or problems that have arisen and how the action taken to deal with them. You have a duty to communicate fully and effectively with your colleagues, ensuring that they have all the information they need about the people in your care.

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### Principles (2)

- In line with guidance, you should put the date and time on all records. This should be in real time and chronological order. Records should be completed within timeframes of practitioner's agency guidance. Your records should be accurate and recorded in such a way that the meaning is clear. Records should be factual and not include unnecessary abbreviations, jargon, meaningless phrases or irrelevant speculation.