

RECORD KEEPING AND SOCIAL E-CARE



Overview

This course covers the rules and procedures of recording information and will provide delegates with a firm understanding of record types, record keeping and the confidentiality of information. The use of Social eCare, an online resource designed to assist healthcare professionals with a wide range of administrative tasks, will also be covered.

Outline of Programme

- Introduction and explanation.
- Relevant legislation under the Data Protection Act.
- Types of information and records kept in health and social care.
- Recording information – where, how and when?
- Importance of inputting information correctly.
- Length of record keeping.
- Confidentiality and security.
- Using eCare.

Assessment

The record keeping and Social eCare training course takes around 5 hours and delegates may be expected to engage in several group activities. Our experienced trainers will be on hand to help guide participants through these sessions and a certificate will be awarded upon completion.

Cost

Our courses are competitively priced, and we aim to beat any equivalent training quote.

Important Information

- The training venue should be quiet and undisturbed.
- Staff should not be expected to be on duty.
- Staff attending should remain for the entire length of the session.
- Flexible dates available.
- Please call to book a day that suits you.