

# Essential Assessment

## Documenting in a Care Environment

Name:

Date:

Please return your completed assessment to your coordinator. Thank you.

### Part A

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*Select tick if the statement is TRUE or FALSE.*

1. Proper record keeping ensures that vital information is communicated to everyone who needs it.  
True  False
2. Care documents are not classed as 'legal documents,' as they are never required by a court of law.  
True  False
3. When documenting, record all of your opinions related to a situation in the resident's notes.  
True  False
4. If your organisation has computer documentation, you need to log off the system as soon as you have completed your notes.  
True  False
5. If documentation is not completed correctly it can expose the resident to serious risk.  
True  False

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## Part B

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Select the *MOST CORRECT* answer from the options below each question.

1. Documentation ensures that the care provided is:
  - A. safe
  - B. high quality
  - C. continuous
  - D. all of the above answers
  
2. According to the video, the health and general condition of a resident is thoroughly assessed via a:
  - A. comprehensive assessment
  - B. medical review
  - C. pre-admission visit
  
3. To be objective when writing notes, you must record:
  - A. what others have reported
  - B. how you think it makes a resident feel
  - C. what you see and hear
  
4. During a comprehensive assessment, the following areas may be assessed:
  - A. skin integrity
  - B. mobility status
  - C. falls risk
  - D. all of the above answers
  
5. Pre-admission and admission documentation will always include:
  - A. care plans
  - B. personal details and medical records
  - C. hospital transfer forms

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## Part C

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Select the *MOST CORRECT* word or phrase to complete the sentence

1. Nurses are accountable for the care they provide, which must be documented to meet their ..... requirements
  - A. Duty of Care
  - B. Duty of Candour
  - C. Duty of Disclosure
  
2. According to the video, progress notes record ..... the normal care of a resident.
  - A. a description of
  - B. outcomes
  - C. exceptions to
  
3. Abbreviations should only be used if they are .....
  - A. common
  - B. approved
  - C. both of these answers
  
4. Care plans should be .....
  - A. organisation centred
  - B. person centred
  - C. staff centred
  
5. Assessments should be completed regularly so that the ..... can be kept up to date.
  - A. progress notes
  - B. medical records
  - C. care plan

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