

Evidence Assessment

Documenting in a Care Environment

Staff Members Name:

Date of Assessment:

A Guide for Completing Evidence Assessment

The below can be used by coordinators to illustrate that learners are able to apply the information they have learnt in relation to their own role and place of work. In addition to the corresponding Altura Learning course, assessors may need to provide learners with local organisational resources and policies in order for them to demonstrate this knowledge. You can adapt this skills audit to your organisation with handwritten or computer-based documentation.

The assessment should be conducted by an assessor who is competent in the principles and requirements of care documentation.

Observe the learner at work completing tasks appropriate to this subject and complete the table below. Add any notes on areas for improvement or extra information in the notes column. This observation can be repeated until you are happy that the learner is competent in this area.

Skills Audit

Criteria	Notes	✓ / X / N/A
Documenting in a Resident's Notes		
Chooses the correct resident's notes to document		
If recording a progress note, utilises the PIE approach		
Records information correctly in monitoring charts or in progress notes as per organisational policies and procedures		
Records the date and time of entry		
Writes in black pen		
Records information legibly		
Signs and prints last name and designation at completion of entry		
Uses only abbreviations approved for use in the organisation		

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Records clearly and concisely in an objective manner including only facts		
Takes appropriate action to amend a mistake/incorrect entry		
Records information as soon as possible after a care activity/incident/event		
Questions for the employee		
What are the main reasons for documentation?		
Why is it important to document as soon as possible?		
What are your roles and responsibilities in relation to care documentation?		
Can you demonstrate where you would document: <ul style="list-style-type: none"> - Progress notes - Care monitoring charts - Incident forms - Compliments/complaints/feedback 		

Skills assessment completed satisfactorily:

Yes

No

Comments/ action required:

Learner Name:

Signature:

Supervisor Name:

Signature:

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DISCLAIMER:

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