**Documenting in a Care Environment**

**Multiple Choice Questions**

Documentation ensures that the care provided is:

safe

high quality

continuous

all of the above answers

Pre-admission and admission documentation will always include:

personal details and medical records

care plans

hospital transfer forms

According to the video, the health and general condition of a resident is thoroughly assessed via a:

comprehensive assessment

medical review

pre-admission visit

During a comprehensive assessment, the following areas may be assessed:

skin integrity

mobility status

falls risk

all of the above answers

To be objective when writing notes, you must record:

what you see and hear

what others have reported

how you think it makes a resident feel

Continuity documentation is also referred to as:

progress notes

daily records

care records

all of the above answers

**True and False Questions**

Documentation is one of the most important aspects of work in the care sector. - T

If documentation is not completed correctly it can expose the resident to serious risk. T

Proper record keeping ensures that vital information is communicated to everyone who needs it. T

Care documents are not classed as ‘legal documents,’ as they are never required by a court of law. F

When documenting, record all of your opinions related to a situation in the resident’s notes. F

If your organisation has computer documentation, you need to log off the system as soon as you have completed your notes. T

**Fill the Gap Questions**

Documentation ensures that care provided is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

consistent

constant

contemporary

Nurses are accountable for the care they provide, which must be documented to meet their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requirements.

Duty of Care

Duty of Candour

Duty of Disclosure

Assessments should be completed regularly so that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be kept up to date.

care plan

medical records

progress notes

Care plans should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

person centred

staff centred

organisation centred

Care plans should be checked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ providing care.

before

during

after

According to the video, progress notes record \_\_\_\_\_\_\_\_\_\_\_\_ the normal care of a resident.

exceptions to

outcomes

a description of

Abbreviations should only be used if they are \_\_\_\_\_\_\_\_\_\_\_\_\_.

approved

common

both of these answers