



Record Keeping and Reporting

Learning summary	This learning provides an understanding of the principles of record keeping and reporting to ensure high quality record keeping within health and social care.
Learning aims	The aim of the learning is to develop an understanding of good record keeping, its importance and application in the workplace. It provides the knowledge to underpin high quality Health and Social Care record keeping in line with the NMC Professional Code of Practice guidelines.
Learning objectives	Learners will be able to: • Identify a range of different reports and records required in your area of work • Identify why these are needed • Describe practices that comply with legal requirements • Demonstrate an understanding of good practice in recording and reporting in everyday practice • Identify pros and cons of different forms of records



Applicable audiences	This learning is suitable for learners who work in a clinical or care setting				
Pre-requisites	There are no pre-requisites required for this learning				
Delivery method	This learning is delivered by a virtual classroom				
Duration	This learning will take 2 hours to complete				
Materials and resources required	Learners should have access to a computer with an internet connection and Microsoft Teams				
Refresher	This learning should be completed as required				
Minimum learners required	4	Maximum learners required	12	CPD points	1.5