



Course Title: Records and Handling Information

Length: 3 hours

Learning Outcomes

- Identify the legal framework relating to record keeping
- Explain the difference between accountability and responsibility
- Demonstrate effective record keeping practices
- Describe the relationship between record keeping and confidentiality
- Discuss the value of records in relation to communication

All courses include handouts and certificates

Links to part to Common Induction Standards: Standard 1 - Role of the health and social care workers and Standard 3 - Communicate effectively

Links to QCF Diploma Level 2: HSC 028 - Handle information in health care settings, learning outcomes 1 and 2

Links to QCF Diploma Level 3: HSC 038 - Promote good practice in handling information in health and social care settings, learning outcome 1

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