

Documentation (Public Course)

Is this course suitable for you or your organisation?

This course is available for you or your organisation as:

- a standard face to face group course; or
- a customised course to suit your learning needs and delivered at your venue or ours.

Why choose this course?

This course is designed for employees in the disability sector with a focus on the documentation required for support practitioners.

It covers the underpinning skills and knowledge required to document professionally, ensuring documentation meets legal, ethical and sector standards

It also covers concepts such as consent, confidentiality, the purpose of the documentation and factual writing.

There is opportunity in the session to practice documentation skills.

What content does the program cover?

This course deals with the appropriate recording of information.

The content of this course will enable you to:

- Explain why we document
- Identify legislation, standards and policies that impact on documentation
- Explain responsibilities around confidentiality and consent
- Demonstrate principles of factual and objective documentation
- Understand the main documentation responsibilities while supporting a client
- Explain what an incident is and how to report it
- Identify how to store and access client documents
- Explain what a complaint is, the types, and how to support someone to make a complaint

How long is the course?

Duration: Half day

Time: Please see scheduled times or enquire below

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.