

## Documentation

Is this course suitable for you or your organisation?

This course is available:

- **for Cerebral Palsy Alliance employees only**

**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.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory activity for all disability support practitioners.
- **\*\*Online module 'Client Incident Training' is a compulsory pre-requisite** for the Documentation course and can be accessed via the Online Learning System.
- Cerebral Palsy Alliance employees are exempt from the course fee.

**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

**Does this course have any pre-requisites?**

The online module **Client incident training - Online** is a compulsory pre-requisite for CPA employees and must be completed at least 1 business day prior to the Documentation session.

**How long is the course?**

**Duration:** 3 hours

**Time:** Please see scheduled times or enquire below

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

# Training Alliance

Leaders in Disability Training



Phone: +61 2 9975 8715

Cancellation conditions apply

## October 2021

Date	Course	Start time	Finish time	Location
Fri 08	Documentation	9:30AM	12:30PM	Virtual Learning
Wed 13	Documentation	9:30AM	12:30PM	Virtual Learning
Thu 21	Documentation	9:30AM	12:30PM	Virtual Learning

## November 2021

Date	Course	Start time	Finish time	Location
Tue 09	Documentation	9:30AM	12:30PM	Virtual Learning
Fri 19	Documentation	9:30AM	12:30PM	Virtual Learning

## December 2021

Date	Course	Start time	Finish time	Location
Thu 02	Documentation	9:30AM	12:30PM	Virtual Learning
Mon 13	Documentation	12:30PM	3:30PM	Virtual Learning