Title:	Understanding Record Keeping for the Care Worker
Level:	2
Credit value:	3
GLH:	24
Unique Reference Number:	D/505/4683
Sector Subject Area:	1.3 Health and Social Care
Aim:	The aim of this unit is to provide learners with the skills and knowledge to be able to manage and document care information effectively, ensuring accuracy, confidentiality, and compliance with legal and organisational standards. Learners will gain an understanding of the responsibilities involved in record-keeping, the principles of transmitting and receiving information, and the importance of involving individuals in their own care documentation. The unit will also cover key skills for maintaining accurate records, managing sensitive data, and handling time-critical information, ultimately promoting high standards of care through effective communication and documentation.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity. Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.

Learning outcomes *The learner will:*
1. Be able to understand the importance of keeping accurate records of the care given to individuals.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to understand and describe the legal and organisational responsibilities of care support workers, including the importance of accurate record-keeping and the principals involved in the receipt and transmission of information. Learners will gain insight into the accountability issues related to documentation and the potential legal implications of failing to maintain accurate records of care provided to individuals.

The learner must:

1.1 Describe:

a) the legal framework outlining the care support worker's responsibility.

b) the care support worker's responsibility under organisational policy.

c) the care support worker's responsibility associated with access to, and transmission of, information

1.2 Describe the principles that ensure information is accurately received and recorded.

1.3 Describe issues of accountability relating to record keeping.

1.4 Describe the implications of failure to keep accurate records of the care given to individuals, including the possible legal consequences.

2. Be able to understand methods for ensuring the confidentiality of individuals' information.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to understand policies and procedures for protecting individuals' confidentiality, including the proper management of sensitive information.

The learner must:

2.1 Describe the policies/procedures for protecting individuals' confidentiality.

2.2 Describe the management of sensitive information.

2.3 Outline the main points of the Data Protection Act which relate to individuals.

3. Be able to know about record storage systems and methods of recording

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to understand effective systems for the storage of individuals' records, focusing on security and access control.

The learner must:

3.1 Describe a system suitable for storage of individuals' records, including security and access.

3.2 Describe the strengths and weaknesses of the storage system. 3.3 Discuss different methods of giving and receiving information for recording purposes.
4. Be able to understand the significance of records being 'individual centred'.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to understand the importance of involving individuals in the record-keeping process, describing the methods by which individuals can participate in documenting their own care. The learner must: 4.1 Describe the methods by which individuals can be involved in record keeping. 4.2 State why it is important that records are 'individual entered'.
5. Be able to know about skills needed in keeping accurate records.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to understand the essential skills required for keeping accurate records in a care setting. The learner must: 5.1 Describe the skills required in keeping accurate records. 5.2 Assess own record-keeping skills.
6. Be able to understand issues regarding transmitting and receiving information.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to understand the key issues involved in transmitting and receiving information, including the circumstances under which information may be refused. Learners will also learn how to appropriately refuse to pass on information, ensuring that confidentiality and ethical considerations are respected in the communication process. The learner must:

6.1 Describe issues that have to be taken into account when information is being transmitted and received. 6.2 Explain why passing on information might be refused. 6.3 Describe how to refuse to pass on information.
7. Be able to understand the importance of different types of information to the Care Worker.
Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to compare the importance of different types of information in a care setting, understanding how various forms of information impact decision-making and care delivery. Learners will also be able to identify and provide examples of 'time critical' information, recognising its urgency and the need for prompt action. The learner must: 7.1 Compare the importance of different types of information. 7.2 Give examples of “time critical” information.