

# SELF ASSESSMENT

## COMPETENCE TO KEEP RECORDS

The indicators are underpinned by: The Code, Professional standards of practice and behaviour for nurses and midwives (2015).

|    | INDICATOR   | A | N/A |
|----|---|---|-----|
| 1  | I <b>understand</b> the legal principles outlined in <b>local policy</b> standards for record keeping and <i>professional standards</i> contained within the <b>NMC Code (2015)</b> and <b>NIPEC Standards (2016)</b> .                         |   |     |
| 2  | I <b>apply</b> the legal principles outlined in <b>local policy</b> standards for record keeping and <i>professional standards</i> contained within the <b>NMC Code (2015)</b> and <b>NIPEC Standards (2016)</b> to my record keeping practice. |   |     |
| 3  | I <b>understand</b> the purpose of record keeping.  |   |     |
| 4  | I <b>understand</b> the principles contained in the <i>Trust policy/ NMC Code (2015) and NIPEC Standards (2016)</i> in relation to the use of <b>abbreviations and jargon</b> .   |   |     |
| 5  | I <b>apply</b> the principles contained in the <i>Trust policy/ NMC Code (2015) and NIPEC Standards (2016)</i> .in relation to the use of <b>abbreviations and jargon</b> .   |   |     |
| 6  | I always <b>maintain confidentiality</b> in my practice of record keeping.  |   |     |
| 7  | I <b>understand</b> the principles of <b>information disclosure</b> .   |   |     |
| 8  | I <b>apply</b> the principles of <b>information disclosure</b> to my record keeping practice.   |   |     |
| 9  | I <b>understand</b> the principles of making records in a <b>timely manner</b> .  |   |     |
| 10 | My record keeping <i>practice</i> reflects <b>accurate, timely recording</b> .  |   |     |
| 11 | I <b>communicate</b> effectively with patients/clients/carers to record an <b>accurate assessment</b> of their care/treatment needs.  |   |     |
| 12 | I <b>include</b> the <b>preferences</b> of patients/clients related to their care/ treatment needs, where possible and indicated.   |   |     |
| 13 | I <b>understand</b> the principles of recording <b>person centred</b> planned care/ treatment.  |   |     |
| 14 | The <i>plans of care</i> I record reflect <b>person centred</b> care/ treatment.  |   |     |
| 15 | I <b>understand</b> the principles of recording the <b>evaluation</b> of planned care/ treatment.   |   |     |
| 16 | I <b>record</b> an <b>evaluation of planned care/</b> treatment and make appropriate changes to the care/plan of care/treatment when necessary.   |   |     |

|    | INDICATOR  | A | N/A |
|----|--|---|-----|
| 17 | I <b>understand</b> the principles of <b>consent</b> , as contained in the relevant <i>legal and professional guidelines and local policy</i> .              |   |     |
| 18 | I accurately <b>record</b> when <b>consent</b> has been obtained.  |   |     |
| 19 | I <b>communicate</b> effectively with patients/ clients/ carers to explain the importance of and purpose for which, <b>personal information</b> is recorded. |   |     |
| 20 | I <b>understand</b> the principles and processes for <b>auditing</b> recorded information.   |   |     |
| 21 | I <b>take part</b> in <b>auditing</b> recorded information.  |   |     |

You can use your assessment results to help you provide evidence for your annual KSF development review meetings.

**Relevance to the Knowledge and Skills Framework (NHS KSF, 2004):**

- ✓ Core Dimensions: (1) Communication, (2) Personal and People Development,
- ✓ (5) Quality. Specific Dimensions: HWB5, HWB6, HWB7.