

## SUPPORT RESOURCE FOR :

### Record keeping Practice Framework for Nursing Assistants.

#### **INTRODUCTION**

The framework was developed for Nursing Assistants to facilitate the maintenance of high quality record keeping. It applies to both new and existing Nursing Assistant across all care settings. Offering assurance that the Nursing Assistant has the ability to record delegated care.

Record keeping is an integral part of delegated care. There is a requirement set out that the Nursing Assistant is competent in both the provision of care and the recording of that care. Delegation of these must be in the best interests of the person.

#### **HOW IT WORKS**

Follow pathway for either New Nursing Assistant Staff or Existing Nursing Assistant Staff (Page 4).

#### **OUTCOME OF FRAMEWORK**

The Nurse/Midwife is accountable for the recording of care that is delegated and must ensure that the person is competent to do so. The framework supports the Nursing Assistant in becoming competent to complete delegated record keeping on the care they have provided and maintaining these.

#### **RESOURCES**

Below is a list of the resources reference in the framework and links. The Regional Code of Conduct for Nursing Assistant employed by HSC Trusts in Northern Ireland is published<sup>1</sup>. Codes of Conduct for other regions are available online.

Individual HSC Trust guidelines and policies can be accessed at local level.

<p style="text-align: center;"><b>NIPEC website</b></p> <p><b>Recording Care Project</b></p> <p><a href="http://www.nipec.hscni.net/work-and-projects/stds-of-pract-amg-nurs-mids/recording-care/">http://www.nipec.hscni.net/work-and-projects/stds-of-pract-amg-nurs-mids/recording-care/</a></p> <p><b>Record keeping Microsite</b></p> <p><a href="http://www.nipec.hscni.net/resource-section/improve-record-keeping/">http://www.nipec.hscni.net/resource-section/improve-record-keeping/</a></p>
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<sup>1</sup> Accessed at: <https://www.health-ni.gov.uk/publications/standards-nursing-assistants-and-associated-resources>

## RESOURCES:

Supervision /Reflection – NIPEC Portfolio

<http://nipecportfolio.hscni.net/>



NMC Code of Conduct 2015

<http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revise-new-nmc-code.pdf>



NHS Knowledge and Skills Framework (NHS KSF) and the development review process, DOH, October 2004

[http://www.libraryservices.nhs.uk/document\\_uploads/KSF/NHS\\_KSF\\_Document.pdf](http://www.libraryservices.nhs.uk/document_uploads/KSF/NHS_KSF_Document.pdf)

Standards for person centred nursing and midwifery record keeping practice , NIPEC , November 2013

<http://www.nipec.hscni.net/resource-section/improve-record-keeping/stds-of-recording-care/reg-agreed-stds/>



## LEGAL FRAMEWORKS

Data protection act 1998

[http://www.legislation.gov.uk/ukpga/1998/29/pdfs/ukpga\\_19980029\\_en.pdf](http://www.legislation.gov.uk/ukpga/1998/29/pdfs/ukpga_19980029_en.pdf)

Freedom of information act 2000

[http://www.shef.ac.uk/polopoly\\_fs/1.119826!/file/FOIOverview.pdf](http://www.shef.ac.uk/polopoly_fs/1.119826!/file/FOIOverview.pdf)

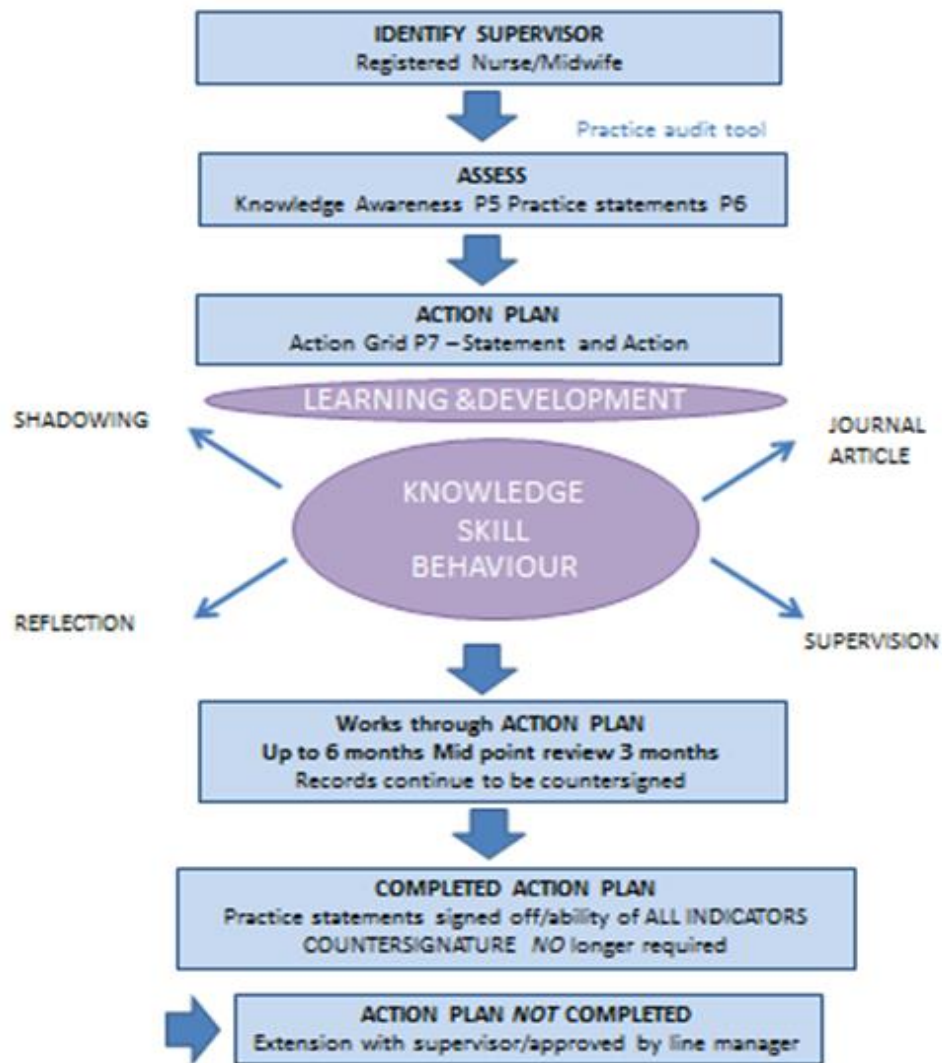
[http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga\\_20000036\\_en.pdf](http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf)

Human rights act 1998

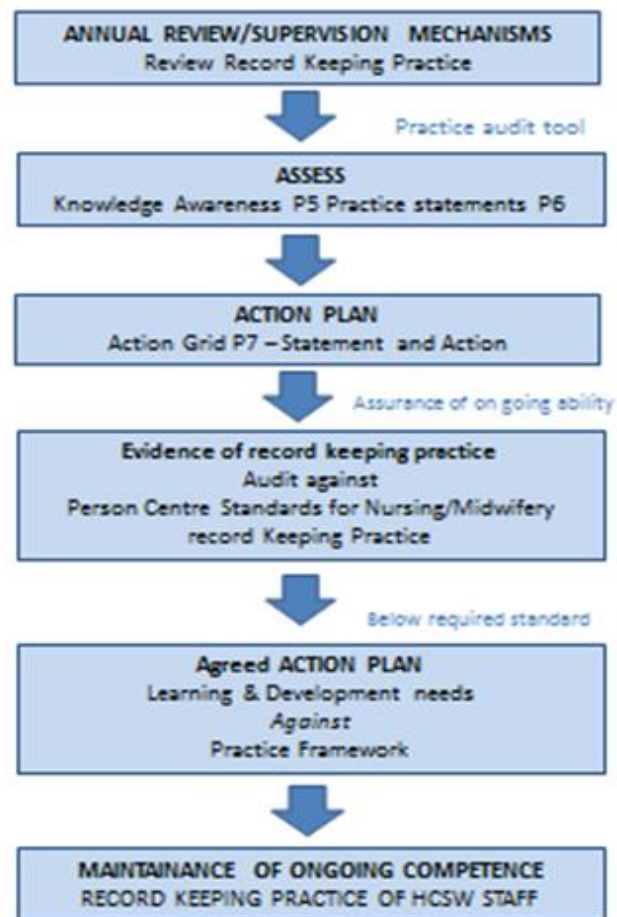
[http://www.legislation.gov.uk/ukpga/1998/42/pdfs/ukpga\\_19980042\\_en.pdf](http://www.legislation.gov.uk/ukpga/1998/42/pdfs/ukpga_19980042_en.pdf)

# Pathway for *New and Excising* Nursing Assistants

## NEW NURSING ASSISTANT



## EXISTING NURSING ASSISTANT



## OTHER RESOURCES

Royal College of Nursing, (2013), *Delegating Record Keeping And Countersigning Records , Guidance for nursing staff*. RCN, London.

Available to download at: <https://www.rcn.org.uk/professional-development/publications/pub-006134>

**Northern Ireland as a region has taken the decision for Nursing/Midwife Students to continue have recorded care countersigned throughout the pre-registration programme**

Royal College of Nursing, (2011), *Accountability and Delegation. What you need to know*. RCN, London.

Available to download at: <https://www.rcn.org.uk/professional-development/publications/pub-003942>

Royal College of Nursing, (2015) ,*Registered Nurses and Health Care Support Workers. A summary of RCN policy positions*. RCN, London.

Available to download at: <https://www.rcn.org.uk/about-us/policy-briefings/pol-005364>

The Cavendish Review

An Independent Review into Healthcare Assistants and Support Workers in the NHS and social care settings. (2013).

Available to download at: <https://www.gov.uk/government/publications/review-of-healthcare-assistants-and-support-workers-in-nhs-and-social-care>