

Structuring information:

The SW + How plan is a good one to follow to ensure that all the necessary information is included in notes.

Who - Who is it about?

Where - Where did it happen?

When - When did it happen?

What - What happened?

Why - Why did it happen?

How? - Include this only if there is direct evidence
eg. signed event/incident

PLUS **What** you did about it if appropriate.
Information about what care staff did for the resident can be written like a procedure. Below are examples. Note that each sentence starts with a verb (is doing or action word).

Assisted Mrs Hope to eat her dinner by cutting her food up. **Prompted** her to use her cutlery.

Using Appropriate Language

Notes should not be written using slang, unless recording a client's exact words. Language should be simple but appropriate.

Examples of inappropriate language:

Inappropriate language	More appropriate language
She went round the bend when PC turned off the light.	She complained loudly when PC turned off the light.
He smeared poo all over his cupboard door.	He smeared faeces all over his cupboard door.
He went off his head at me when PC tried to remove his teeth.	He shouted angrily at me when I tried to remove his teeth.
He pissed in another resident's cupboard.	He urinated in another resident's cupboard.
She did her nanna when I tried to shower her.	She became angry and yelled, 'Gorn' you touch me!' when I tried to shower her.

She did a runner when the door was open.	She left the room when the door was open.
I had to pick up all the crap she had thrown out of her cupboard.	I picked up all the items she had thrown out of her cupboard.
He touched me up when I was dressing him.	He put his hands on my breasts when I was dressing him.

Include only necessary information

Progress Notes are a legal document not an opportunity to be creative and write an interesting story.

Below is an example of a note which is too long. It has been rewritten objectively, more concisely, in the active voice and only necessary information included.

Long note	Rewritten note
Client was taken to the day room by staff at approx 08.30am. When she got to the day room staff assisted her to sit in one of the big comfortable arm chairs near the TV. She sat there for about 20 minutes and then started to have mood swings. She would be as sweet as pie one minute and then the next she'd be like 'Aaaa the flun carrying on and on about something or other and swearing over and over. All of a sudden she stood up out of her chair and walked over to Mr Long who was sitting across the room and punched him in the arm.	Client was continuously swearing and gesticulating in the day room at approx. 08.30am. She walked over to Mr Long and punched him in the left arm. Spoke gently to client and guided her back to her room. Sat her in a chair and gave her a cup of tea. She stopped swearing and was quiet. (56 words)



TUTOR TIPS

Department of Employment, Economic Development and Innovation
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Documentation Skills in Aged Care - Progress Notes

Overview

Each client, who is receiving aged care assistance, must have a Care Plan in place to ensure on-going care needs are met. Progress Notes contribute to the review and updating of Care Plans to ensure these care needs are adequate. Documentation of care and any changes is a legal requirement and affects the level of care and government funding.

Aged care providers' ability to meet their Duty of Care to clients is dependent on changes being recorded in the Progress Notes. It is also important to be aware that clients with dementia generally lose their ability to express, clearly, their needs and therefore carers and providers become their advocates.

Important general information about documenting:

- Documenting needs to be completed as soon as possible after an event or incident.
- Progress notes are legal documents and must be filled out in the following manner:
 - Progress notes **MUST** be recorded in black ink and printed.
 - No correction fluid (white-out) can be used.
 - A line must be drawn through any corrections, the correction initialed and the information rewritten.
 - A line to the end of the page must be drawn where documenting does not use all the line space.

- All notes must be dated, including the time of incident.
- All notes must be signed and include the compiler's printed name and status (eg. J Thomas J THOMAS PC).

The Writing Process

Documenting should be:

- by exception
- objective
- concise
- appropriate in language, and
- include only necessary information.

Documenting by Exception

It is necessary to record only events and instances that may affect the care plan. This includes client changes in behaviour, emotions and physical ability and any incidents involving the client. In order for care staff to decide what needs to be documented, they need to ask themselves the following questions:

- Will it affect the direction of care or the Care Plan?
- Does it relate to the status of the client's health?
- Did client refuse care?
- Was any care initiated?
- Did the client make a complaint?
- Did the client do/hit do something which will impact on the status of their health and overall well-being?

Documentation Skills In Aged Care Progress Notes

Gabrielle Koutoukidis, Kate Stainton



Documentation Skills In Aged Care Progress Notes:

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Leaders in Australia's Aged Care Workplaces Helen Croft,2012-08-15 The Experienced Carer Frontline Leaders in Australia s Aged Care Workplaces was written to accompany the Australian Carer 2e and Caring in the Community This resource covers all of the compulsory competencies plus the most popular electives from the Certificate IV in Aged Care

Nursing Interventions & Clinical Skills - E-Book Anne Griffin Perry,Patricia A. Potter,Martha Keene Elkin,2011-05-05 With its new condensed format completely reorganized and updated content respected author team and new lower price Perry and Potter s Nursing Interventions and Clinical Skills 5th Edition is your all around best choice for learning the skills and techniques you ll use every day in practice Covering 181 skills this highly accessible manual conveniently groups all related skills together so you can find information quickly The companion Evolve website features 50 video clips skills checklists and much more ensuring your successful mastery of each skill Contains 180 skills and techniques basic intermediate and advanced you ll use every day in practice Presents every skill in a logical consistent format Assessment Planning Implementation Evaluation improving the quality of patient care Pairs each step with an appropriate rationale helping you understand and remember why specific techniques are used Features Safety Alerts that highlight unusual risks inherent in the next step of the skill helping you plan ahead at each step of nursing care Uses a Glove icon as a reminder to don clean gloves before proceeding to the next step of the skill improving patient safety Guides you in Delegation and Collaboration explaining when to delegate a skill to assistive personnel and indicating what key information must be shared Highlights Special Considerations such as information unique to pediatric or geriatric patients to raise awareness of additional risks you may face when caring for a diverse patient population Provides sample documentation of nurses notes so that you can learn to communicate effectively to the patient care team Contains multimedia resources such as video clips skills performance checklists interactive exercises and more all easily available to you on the companion Evolve website at no additional cost Content has been reorganized to make topics easier to find improving ease of use Covers new topics that will help you develop the skills needed to practice according to the TJC and ACCN recommendations Covers new skills that will prepare you for nursing practice in a wide variety of environments Features a unique new chapter Using Evidence in Practice that introduces you to using evidence to solve clinical problems Introduces you to Consistent Patient Identification Protocol

as recommended by The Joint Commission improving quality of care and patient safety Includes enhanced and greatly expanded end of chapter exercises now featuring case study questions NCLEX alternate format questions and multiple choice questions

Tabbner's Nursing Care Gabby Koutoukidis,Rita Funnell,Karen Lawrence,Jodie Hughson,Kate Stainton,2009 Tabbner s Nursing Care Theory and Practice is the only Australian and New Zealand textbook written specifically for the enrolled nurse student The new 5th edition of this best selling text has been fully revised and updated throughout to reflect the content of the new National Curriculum Unit 1 The evolution of nursing Unit 2 The health care environment Unit 3 Cultural diversity and nursing practice Unit 4 Promoting psychosocial health in nursing practice Unit 5 Nursing individuals throughout the lifespan Unit 6 The nursing process Unit 7 Assessing health Unit 8 Important component of nursing care Unit 9 Health promotion and nursing care of the individual Appendices Provided by publisher

Kozier & Erb's Fundamentals of Nursing Australian Edition Audry Berman,Shirlee J. Snyder,Barbara Kozier,Glenora Lea Erb,Tracy Levett-Jones,Trudy Dwyer,Majella Hales,Nichole Harvey,Lorna Moxham,Tanya Park,Barbara Parker,Kerry Reid-Searl,David Stanley,2014-12-01 Kozier and Erb s Fundamentals of Nursing prepares students for practice in a range of diverse clinical settings and help them understand what it means to be a competent professional nurse in the twenty first century This third Australian edition has once again undergone a rigorous review and writing process Contemporary changes in the regulation of nursing are reflected in the chapters and the third edition continues to focus on the three core philosophies Person centred care critical thinking and clinical reasoning and cultural safety Students will develop the knowledge critical thinking and clinical reasoning skills to deliver care for their patients in ways that signify respect acceptance empathy connectedness cultural sensitivity and genuine concern

Clinical Placement Manual For Enrolled Nurses Catherine Joustra,Ali Moloney,2018-12-01 Clinical Placement for the Diploma of Nursing is an exciting new resource that facilitates easier delivery of learning for HLT54115 A practical manual it incorporates both knowledge evidence and performance evidence supported by learning material Written to the training package all learning objectives and clinical skills are covered and activities assessments and materials you need are provided for each unit Educators and clinical facilitators now have transparency for mapping course delivery and streamlined placement Textbook layout suits course progression and clinical placement blocks as the order of coverage follows block delivery Opening vignettes and real life case studies and tips from nurses and students in clinical settings gives context to the theory and assist the student before placement to identify key knowledge elements which are applied to a practical setting Cross referencing is included and Clinical Placement for Diploma of Nursing can be value packed with Tollefson s Essential Clinical Skills and Clarke Gray s Foundations of Nursing to create a complete reference package for trainees

Tabbner's Nursing Care 2 Vol Set - E-Book Epub Gabrielle Koutoukidis,Kate Stainton,2024-11-19 Must have resource for all future Enrolled NursesTabbner s Nursing Care is the main resource for Diploma of Nursing students and instructors This well established and highly respected book provides the knowledge and

skills learners need to qualify as Enrolled Nurses Written by a highly qualified team of editors and contributors the book equips the learner to provide safe competent and person centred care It teaches and prepares learners to apply critical and reflective thinking to decision making use healthcare technology and work as part of a healthcare team in a variety of settings Complete with an accompanying workbook and a host of features to support and facilitate teaching and learning

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A Guide for International Nursing Students in Australia and New Zealand M. Bernadette Hally,2008 A Guide for International Nursing Students is an essential resource for overseas nurses and international students of nursing in Australia and New Zealand It assists the reader to develop essential communication skills for practice as a student and registered nurse in the region A companion CD allows the reader to become familiar with authentic nursing conversations and nursing handovers Provided by publisher [Nursing Interventions & Clinical Skills](#) Martha Keene Elkin,Anne Griffin Perry,Patricia Ann Potter,2007 This book provides complete coverage of nearly 150 basic intermediate and advanced skills in a streamlined visually oriented format

The Disability Support Worker Geoff Arnott,2020-04-13 The third edition of The Disability Support Worker meets the needs of people who adopt a person centred approach in their work The wholly Australian text includes information about the National Disability Insurance Scheme and other required reforms consistent with the United Nations convention on the Rights of People with Disabilities This text supports training and skills development for the CHC43115 Certificate IV in Disability Revisions for this edition reflect changes to the training package particularly upgrading competencies dealing with individualised support empowerment and facilitation consistent with a strengths based approach Premium online teaching and learning tools are available on the MindTap platform Learn more about the online tools cengage.com/au/mindtap

Wound Care Nursing Sue Templeton,2005 An excellent high quality book that explains current wound practice It is a must for all nurses as well as an excellent reference for hospitals aged care

facilities community health settings and general practice environments Part of the Guide to Practice series *Gastrostomy Care* Catherine Barrett,2004 This practical book is easy to read and assists in teaching important clinical skills relating to tube feeding There are many illustrations that will assist the reader to understand key principles relating to tube feeding

Clinical Nursing Skills & Techniques Anne Griffin Perry,Patricia Ann Potter,2002 This convenient money saving package is a must have for nursing students It includes Perry s Clinical Nursing Skills Techniques 6th edition text Mosby s Nursing Skills CD ROMs 2 0 Student Version *Documenting Care* Frances Talaska Fischbach,1991 University of Wisconsin Milwaukee School of Nursing s comprehensive charting and documentation manual for students and practitioners

Writing in the Health Professions Barbara Heiffler,2005 Practical applied and up to the minute Writing for the Health Professions teaches students healthcare professionals and professional writers the essential skills in medical and health communications Drawing on her extensive experience as a nurse cardio pulmonary technician medical writer and writing teacher Barbara Heiffler addresses the communications requirements of the healthcare professions and those who write in these high tech fields This comprehensive text covers writing situations and documents common in hospitals clinics HMOs health insurance companies public health campaigns and other healthcare environments Special attention is given to visual and electronic forms of communication including Web sites and multimedia productions "Code of Massachusetts regulations, 1992" ,1992 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **Nursing Documentation** Ellen Thomas Eggland,Denise Skelly Heinemann,1994 Focuses on the communication skills that are the key to good documentation Chart Smart Lippincott Williams & Wilkins,2011 Chart Smart the A to Z Guide to Better Nursing Documentation tells nurses exactly what to document in virtually every type of situation they may encounter on the job no matter where they practice hospital medical office outpatient rehabilitation facility long term care facility or home This portable handbook has nearly 300 entries that cover documentation required for common diseases major emergencies complex procedures and difficult situations involving patients families other health care team members and supervisors In addition to patient care this book also covers documenta *The Aged Person and the Nursing Process* Ann Gera Yurick,1989

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