

UNIT TITLE: Understanding Record Keeping for the Care Worker

LEVEL: Two
CREDIT VALUE: 3
GLH: 24
NOCN UNIT CODE: PA6/2/QQ/007
ACCREDITED UNIT NO: R/500/5089

This unit has 7 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the importance of keeping accurate records of the care given to individuals. (HSC21, HSC224; KSF HWB2, HWB4)	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. Discuss the principles that ensure information is accurately received and recorded. 1.3. Describe the issues of accountability relating to record keeping. 1.4. Discuss the implications of failure to keep accurate records of the care given to individuals including the legal consequences.
2. Understanding the methods for ensuring the confidentiality of individuals information. (HSC224; KSF HWB4)	2.1. Describe the policies/procedures for protecting individuals confidentiality and gaining individuals approval to sharing care records with others. 2.2. Describe the management of sensitive information. 2.3. Discuss the main points of the Data Protection Act relating it to individuals.

Mapped to Health and Social Care NOS, Skills for Care & Development, 2005.
 Mapped to NHS Knowledge and Skills Framework 2005.

Please note: Achievement of this unit does not provide evidence against the Care Standards Act requirements.

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
3. Recognise the basic components of record storage systems and methods of recording. (HSC224; KSF HWB2, B4)	3.1. Describe a simple system suitable for storage of individuals records, including security, access and the strengths and weaknesses of the system. 3.2. Discuss different methods of giving and receiving information for recording purposes, including identification of the importance of information.
4. Recognise the significance of records being 'individual centred'. (HSC244; KSF HWB2, B4)	4.1. Describe the methods by which individuals can be involved in record keeping.
5. Recognise a range of skills needed in keeping accurate records. (HSC21d; HSC224; KSF HWB2)	5.1. Describe the skills required in keeping accurate records.
6. Understand issues regarding methods of transmitting and receiving information. (HSC224; KSF HWB2)	6.1. Discuss the issues that have to be acknowledged when information is being transmitted and received. 6.2. Explain why and how to decline to pass on information.
7. Recognise that information varies in importance. (HSC224)	7.1. Explain the importance of understanding that information has time limits and the need to keep to these. 7.2. Discuss why it is necessary to understand the importance of different types of information.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study	O	Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	
Reflective log / diary	P	Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	
Information Technology		Problem solving	✓
Application of Number		Improving Own Learning and Performance	