

DOCUMENTATION IN A COMMUNITY SETTING

COURSE DURATION:	2 hours (10.00am – 12.00pm)
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence St, Port Macquarie
COST:	\$90 per person

Summary

This course is designed for individuals working in the disability sector who are required to record information. This course provides you with the knowledge and skills to document in a concise and professional manner ensuring you meet legal, ethical and service standards. The course includes areas such as confidentiality, purposeful documentation and objective vs subjective writing.

Content

- Legal, industry and organisation requirements when documenting
- When, what and where to document
- Storing information
- Confidentiality and privacy
- Organisational requirements
- Opportunity to practice writing using objective language

Prerequisites

There are no pre-requisites to attend this course.

Assessment Requirements

A written assessment will be undertaken at the completion of this course. If deemed competent, you will be issued with a *Certificate of Completion*.

Course Numbers

In order for this course to proceed, a minimum of nine (9) and maximum of fifteen (15) participants is required.

Course Length

Duration: 2 hours plus assessment.

Refreshments: morning tea provided.

Contact

For more information or if you would like to enrol, please contact our friendly team on 02 6583 2321 or info@jhi.edu.au.