



# **Nursing Documentation 101**

## **Module 1: Introduction**

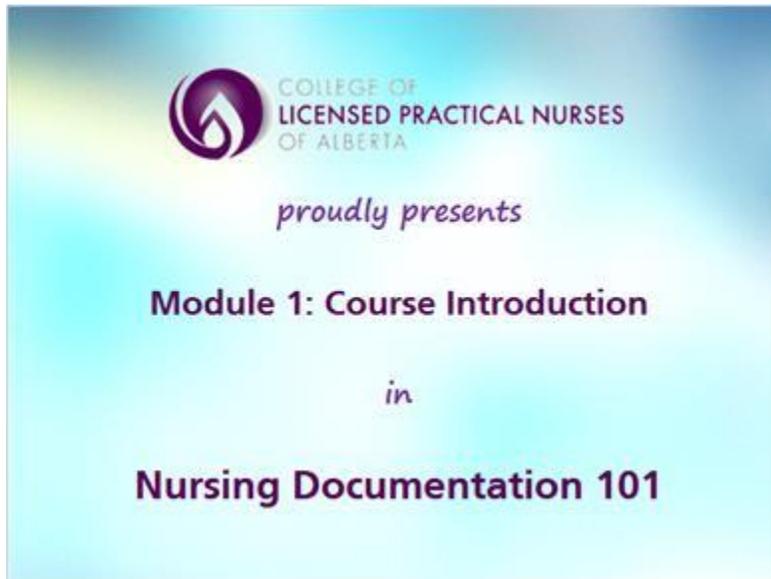
### **Handout**

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# Nursing Documentation 101 – Introduction

## 1. Introduction

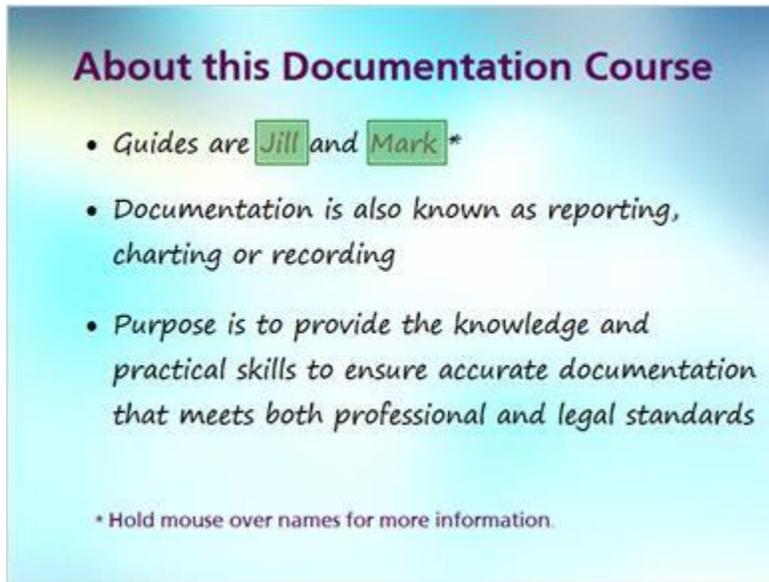
### 1.1 Welcome



### Narration

No narration, only music.

## 1.2 About



**About this Documentation Course**

- Guides are **Jill** and **Mark** \*
- Documentation is also known as reporting, charting or recording
- Purpose is to provide the knowledge and practical skills to ensure accurate documentation that meets both professional and legal standards

\* Hold mouse over names for more information.

### Narration

**JILL:** Hi ... I'm Jill and with me is Mark. We will be your guides throughout this online course on nursing documentation. Are you ready to begin, Mark?

**MARK:** I sure am! Documentation ... I assume you're talking about client health charting, recording and reporting, right?

**JILL:** Yes, that's right Mark. Reporting, charting or recording are the other terms often used. Documentation is the process of preparing a complete record of a client's health care. Accurate, detailed documentation shows the extent and quality of care provided, the outcomes of the care, and the treatment and education the client still needs.

**MARK:** I knew that. (chuckles) So Jill, what do we want to accomplish with this course?

**JILL:** The purpose of this course is to provide the knowledge and practical skills needed to ensure that accurate documentation takes place in our health care systems. Our documentation must not only meet professional and employer standards, but it must also be acceptable to our legal system.

**MARK:** That makes sense!

## 1.3 Why Needed



### Narration

**MARK:** Jill, I'm not entirely clear on why we need a whole course on documentation. Most of us figure we do a pretty good job with documentation already.

**JILL:** The College of Licensed Practical Nurses of Alberta has a number of good reasons for developing this course. First of all, documentation was among the most frequently requested training from their members. Secondly, although most care providers believe that they do an adequate job of documenting, research and independent audits show that most documentation fails to meet professional and legal standards.

**MARK:** Really? Oh, oh ... maybe I need to take another look at how well I document!

**JILL:** College committees and practice consultants agree that the deficiencies in documentation are a significant issue. Discussions with health care employers, and even care providers themselves, echo similar concerns regarding inadequate and inappropriate documentation.

And finally, in too many cases when our documentation is used in court as evidence in a lawsuit, we have lost the case. We did not lose because we did something wrong, but because our documentation was not accurate enough to support our defense.

**MARK:** That is really a good point Jill! When I am documenting, I don't think about what I write may end up in court as evidence.

## 1.4 Course Contents



**Documentation Course Contents**  
Seven modules to cover the following content:

1. Course Introduction and Overview
2. Importance of Accurate Documentation
3. Essential Elements of Documentation
4. Legal Issues in Documentation
5. Applying Your Documentation Knowledge
6. Electronic Documentation
7. Additional Exercises and Resources

Click on the ? to see the topics for each Module. Click NEXT to continue.

### Narration

**MARK:** Okay, I'm now convinced that we need this course! What topics will we be covering?

**JILL:** Here is the content list Mark. Why don't you help me describe the various modules?

**MARK:** Sure. Module 1 is the Introduction ... which is what we are doing now.

**JILL:** And Module 2 is about the importance of accurate documentation. We will examine such things as documentation in health care, and the purpose, perceptions, challenges and reasons for accurate documentation.

**MARK:** In Module 3 we will talk about the essential elements in documentation. The topics we will cover include common deficiencies, approved formats and terms, the nursing process, strategies, and progress notes and documenting adverse events.

**JILL:** In Module 4, we examine the legal issues in documentation. Some of the topics that will be discussed include legal terms, what documents can be requested in a lawsuit, what lawyers are looking for, and how to reduce your liability and legal risks.

**MARK:** It looks like Module 5 is where we learn to apply our knowledge to ensure accurate documentation. Topics include differentiating between accurate and inaccurate documentation, and documenting in different situations and applications.

**JILL:** Module 6 is about electronic documentation. Since technology is becoming increasingly prevalent in electronic health records, this module will give us an overview of how electronic documentation works, advantages and disadvantages, some tips on what to do and not to do, and use of mobile devices at work.

**MARK:** Module 7 consists of additional learning exercises, games, final exam as well as some other resources.

**JILL:** Click on the question marks to see a list of topics covered in each module. To continue with our presentation, click on the NEXT button.

## 1.5 Components



### Narration

**MARK:** Jill, I assume that there are other learning resources in addition to these presentations done by you and me.

**JILL:** Yes there are, Mark. Here are some of them. The different components are all listed in the Documentation Course's Table of Contents.

## 1.6 Recommendations



### Narration

**JILL:** We would like to give our learners some suggestions about ways to get the most from this documentation course. Our first recommendation is to use the player controls smartly. You can pause a slide, replay it, or use the menu to go directly to another slide. The player features give you total control over the pace and direction of your learning! Take our short tutorial to familiarize yourself with the player controls.

**MARK:** Our second suggestion is that **BEFORE** you view a video, print out the handout for that Module. The handout provides you with a copy of the slides and our narration. This makes it easier for you to follow along. Remember you can pause the presentation if you want to review what we said, or to make notes.

**JILL:** There is a lot of information in this course. Do not try to do the course all at one sitting. We learn better, and remember more, if we pace ourselves. Being online, this course and its components are available at all times and at any location where there is an Internet connection. Learn at your own convenience and comfortable pace.

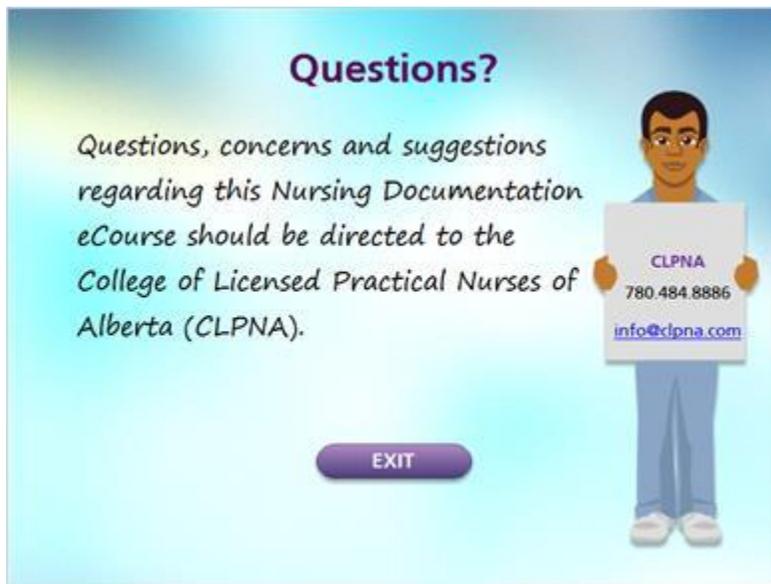
**MARK:** You will learn much more if you do more than just listen to us! Be sure to do the quizzes, games and interactive activities we have included in this course. They are fun, engaging and will help you learn better.

**JILL:** Finally, unless you are a documentation expert, you will need to continue your learning. There will always be room for improving your documentation. So we strongly recommend that you periodically return to repeat parts of this course. Review will be especially useful in those areas where you are having problems or feel you could do better.

**MARK:** Hey Jill. Those are some pretty good suggestions!

**JILL:** Yes, they are. I hope that people will keep them in mind as they work through this nursing documentation course.

## 1.6 Questions



### Narration

**JILL:** This brings us to the end of our introduction module. If you have any questions about this Documentation Course, here is the contact information.

I'm Jill along with Mark. Goodbye for now. We'll see you again soon in the rest of the modules.

**MARK:** Bye!