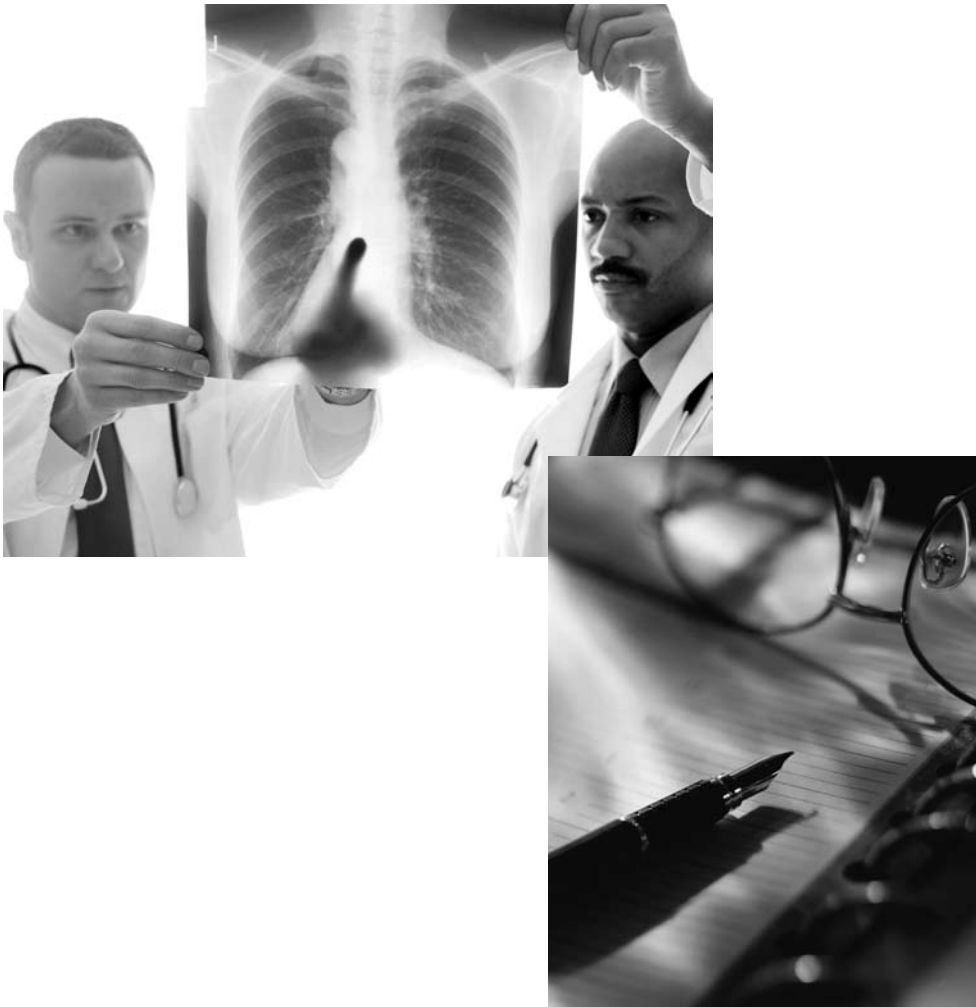


Best Practice in Recording and Report Writing for Allied Health Professionals



La Touche Training
the legal training consultants



A one-day intensive training programme for Allied Health Professionals which equips them with the necessary knowledge and skills to create clinical records and reports that adhere to best practice standards, and that will stand up to legal scrutiny.

La Touche Training

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Best Practice in Recording and Report Writing for Allied Health Professionals

“Outstanding, Excellent Course - Essential for all Health Care Staff”

Senior Paediatric Occupational Therapist

WHO AND WHY?

All Allied Healthcare Professionals produce records and reports in the course of their work, which are regularly relied on as evidence in legal cases. If your records and reports fail to stand up to scrutiny this may have serious consequences for both you and your client. This course allows delegates to look at what is required to create records and reports to the required professional and evidential standards.

COURSE OUTLINE

The course is an intensive and highly practical day, delivered by qualified lawyers. It is delivered in a highly interactive style with the delegates learning by doing through the use of interactive sessions and practical exercises. It focuses firstly on analysing why clinical records are kept and best practice standards in maintenance of good records. It then looks at where Allied Health Professionals fit into the legal system and how their records and reports can be used as evidence in a court hearing. It then goes on to assist delegates in understanding what is required from reports. It considers the content of reports by considering the source and weight of evidence to be included and learning to distinguish between facts, inference and opinion. It also considers the type and format of reports by reference to a model format for reports. Delegates bring a copy of a report from a fictional or completed case, in court ready condition, and receive feedback from the trainer and from the other delegates.

KEY LEARNING POINTS

Delegates will:

- Understand the function of their records
- Learn the components of good record keeping
- Understand how records are used as evidence in legal proceedings
- Learn how to create a report with the assistance of their records
- Look at appropriate layout, format and style for their reports
- Be able to identify the issues and the facts, and the source and weight of those facts
- Develop an objective and critical eye in relation to their report writing

COURSE LOGISTICS

If you have 5 or more colleagues interested in the training, you may wish La Touche Training to design and deliver the training in house at your organisation.

ABOUT LA TOUCHE TRAINING

La Touche Training is Ireland's leading legal training company. We specialise in training non-lawyers in legal matters.

Our course designers and team of lawyers have unparalleled experience in providing high quality training that is tailored to your exact requirements.

Since beginning our specialised programme in 1995 over 70,000 delegates have attended our high quality and innovative training programmes. Clients' feedback is testimony to the success of our courses.

**Please call Mr. Martin Partridge on 01 8788 264 or
email: mpartridge@latouchetraining.ie to book or discuss training**

We work with a broad range of organisations including:

Hospitals

- Adelaide and Meath Children's Hospital
- Beaumont Hospital
- Bon Secours Hospital
- Central Mental Hospital
- Cherry Orchard Hospital
- Children's University Hospital
- Coombe Women's Hospital
- Drogheda Women's Refuge
- Holles Street Maternity Hospital
- Kerry General Hospital
- Leopardstown Park Hospital
- Limerick Regional Hospital
- Mater Misericordiae University Hospital
- Midland Regional Hospital
- Our Lady's Hospital for Sick Children
- Our Lady of Lourdes Hospital Drogheda
- Rotunda Maternity Hospital
- St. James's Hospital
- St. John of God Hospitalier
- St. Joseph's Longford
- St. Vincent's Hospital Fairview
- Vergemount Clinic

HSE Areas

- East Coast Area
- Eastern Region
- Mid Western
- Midland Area
- North Eastern
- North Western
- Northern Area
- South Eastern
- South Western
- Southern Area
- Western Area

Organisations

- AON Healthcare Risk Services
- Brothers of Charity
- Centre for Nurse Education
- Department of Health
- Irish College of General Practitioners
- Irish Nurses Organisation
- Irish Prison Service
- Mental Health Commission
- National Association of GP Trainees
- NMPDU
- The Ergonomics Society
- The Health and Safety Authority



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