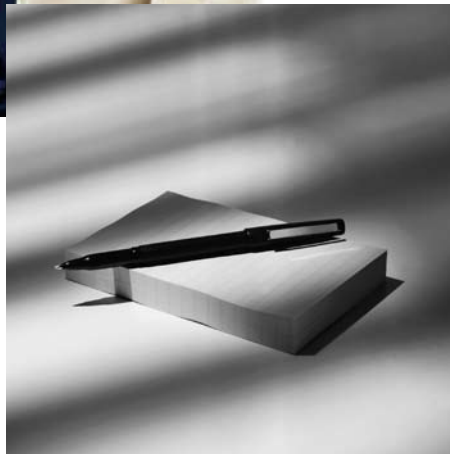


# EXCELLENCE IN CREATING MENTAL HEALTHCARE RECORDS



**La Touche Training**  
*the legal training consultants*



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

**La Touche Training**

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# EXCELLENCE IN CREATING MENTAL HEALTHCARE RECORDS

**“Excellent course that should be mandatory”**

Psychiatric Nurse Manager

## WHO AND WHY?

All Mental Healthcare Professionals produce records in the course of their work, which are regularly relied on as evidence in legal cases. If your records fail to stand up to scrutiny this may have serious consequences for both you and your employer. Healthcare records are examined in courts, at inquests, tribunals and professional committees. All too often they fall short of required professional and evidential standards.

## COURSE OUTLINE

This intensive and practical training is a one-day course aimed at addressing some of the practical implications of healthcare records for Mental Healthcare Professionals. It will help you to produce professional records that will stand up to legal scrutiny, if necessary. The day includes lectures on accountability, good record keeping, management of records and a patient's right of access to records. Practical exercises will demonstrate best practice in incident reporting and statement writing. Delegates will also learn about how their records can be used as evidence in court and tribunal hearings, with some key tips on how to prepare for giving evidence in such a forum.

## KEY LEARNING POINTS

Delegates will

- Understand the function of their records
- Learn the components of good record keeping
- Identify the pitfalls in records
- Look at best practice in incident reporting and statement writing
- Be aware of good practice in the retention, storage and management of records
- Gain knowledge on how records can be accessed by the patient
- Understand how records are used as evidence in legal proceedings
- Look at the different legal forums where Mental Healthcare Professionals may end up giving evidence, and how their records can assist them

## COURSE LOGISTICS

Courses are run in house at your organisation.

Delegate numbers can range from 8-12 delegates a day.

Courses start at 9.30 and will be finished by 5.00pm.

## 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](mailto:mpartridge@latouchetraining.ie) to book or discuss training**

**A Selection of our Clients include:**

### Hospitals

- Adelaide and Meath Hospital
- Beaumont Hospital
- Bon Secours Hospital
- Central Mental Hospital
- Cherry Orchard Hospital
- Children's University Hospital
- Coombe Women's Hospital
- 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

- Dublin Mid Leinster
- Dublin North East
- Dublin South
- Dublin West

### 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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