

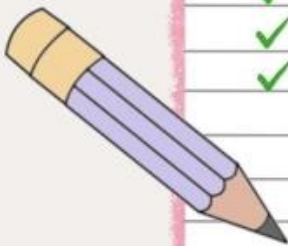


Documentation



#hello my name is...

Error

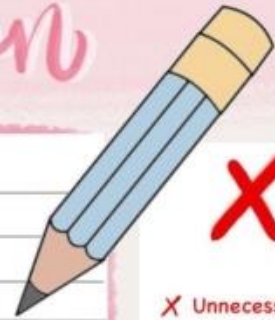


Documentation - Basics

- ✓ Accurate
- ✓ Clear
- ✓ Reliable
- ✓ Contemporaneous
- ✓ Date - Day/Month/Year
- ✓ Time - 24hr Clock
- ✓ Signed
- ✓ Midwife's Name/Student's Name printed legibly underneath signature accompanied by position
- ✓ Initials should not be used
- ✓ Errors should be scored out with single line
- ✓ Do not completely obscure error
- ✓ The error should be timed, dated and signed
- ✓ Correct entry should be signed
- ✓ No blank lines or spaces
- ✓ Chronological order
- ✓ Reports and Results visible in documentation
- ✓ Write in dark, preferably black ink

* Country, Hospital and Trust Guidelines can differ. This is not an exhaustive list.

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- X Unnecessary abbreviations
- X Jargon
- X Speculation



- Right record/person
- Right place
- Right time (chronology)
- Right detail - actions and reasoning

THINK!



- What do you suspect?
- What are you doing?
- What have you done?
- What are you thinking?
- What is your plan?
- Do I need help?