

HIQA OUTCOME 018

RECORDS AND DOCUMENTATION

RECORD LISTING CONTROL – RESIDENTIAL POLICY

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Reviewed:	5 th October 2017
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RECORD LISTING CONTROL – RESIDENTIAL POLICY

OBJECTIVE:

The purpose of this Policy document is to ensure that all appropriate records are maintained for a set period of time under controlled conditions.

RESPONSIBILITY:

The review of this Policy document lies with the management team. The day to day implementation lies with the Centre management and staff.

PROCEDURE:

1. All records have their own title, Care Plans, Care Plan Reviews, Personal Goal Action Plan, Medication Records, medical errors, Houseparent's Meetings, Residents Meetings, Record of PIC Visits, Complaints Log, Concern of Abuse Form, Electrical Equipment Log, Fire Drills and Fire Training Days, Fire Risk Assessment Audit, Day Out Sheets, Resident Satisfaction Surveys, Risk Assessment, Memos to Social Care Workers, Complaints, Agents Financial Affairs, Service Users Property List, Daily Living Skills Survey, Cleaning Schedules – Weekly and Monthly, Weekly/monthly medication audit, Self Medication Assessment Tool; daily staff communication book. This list may not be exhaustive.
2. All records are to be legible and retrievable within 1 hour for all live records. Dormant records can be retrieved in one day.
3. Residents have access to their individual care plans, medical records and to their confidential files. Further access is limited to personnel specially authorised by Management and agreed with the resident.
4. Files on residents' personal information are held in a closed filing cabinet in the houseparent's bedroom.
5. All dormant records for exited residents are held in the archives for residents which are for retrieval, should the need arise.
6. Each member of staff is responsible for clearly completing the records that they use during the course of their work.
7. All records are maintained indefinitely in the case of residents.

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8. All records are maintained and stored in a dry safe environment.
9. All records are subject to the Data Protection Act.
10. Company policy is as follows regarding storage and shredding of documents:

All records of training relating to the individual client are kept for 5 years after which they are shredded.

All personal confidential files are kept indefinitely for retrieval as and when required.

Social Care Workers are responsible for the confidentiality of the residents' personal plans and other documentation while the files are in their area. Reference is drawn to the Confidentiality Policy under HIQA Outcome # 17 Workforce.

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