Social Care Recording

Here are 11 top tips for good social care recording and uses the acronym PARTNERSHIP as a checklist and to emphasise that the record should be co-produced between you and the person to whom it relates.:

- **P**erson-centred: The most important possible reader is the person who uses services themselves and their families, and you need to bear in mind the importance of the record for the person you are supporting.
- **A**ccurate: Whatever it is you are expressing – fact or opinion – state accurately what is happening, or what you believe, and avoid vagueness wherever you can.
- **R**eal: A challenge in social work recording is that among the various potential readers is the person about whom the record is being kept.
- **T**imely: Accurate recording is achieved at the time of the event. It is good practice to note that the recording was not done at the time, if completing after the event.
- **N**o jargon
- **E**vidence – based: You must make sure that you can back up substantiate what you're saying in a case record.
- **R**eading the previous record: It is vital that you know what is in the social care records of the person you are supporting.
- **S**uccinct: Writing detailed, factual reports, with opinions being clearly expressed where appropriate, this need not take any longer, and in fact may be quicker and easier than vaguely worded, unclear text.
- **H**olistic: Professionals need to know what their colleagues are doing with a person at any given time, so work can be planned in a way that makes sense.
- **I**T compliant: If you do have the opportunity to contribute to working groups to re-design systems then this is your opportunity to contribute your ideas to help to make them more user friendly.
- **P**rofessional: In order to enhance credibility, casual recording styles – for example using colloquial terms or 'cutting and pasting' from emails instead of tailoring the record for the specific purpose – should

be avoided. Your record is an important document which represents yourself, your profession, the organisation you work for and most importantly the client you are working with. We must try, therefore, to make sure that in all areas of what we do, we adhere to the highest professional standards and remember '**Be Kind**'

Please remember this is the persons case records and they can request a copy at any time, therefore please ensure case notes are recorded in a way the person will understand, and they are written with kindness.