

**RCN Wales webinar**

# “Record Keeping”

**(For Registered Nurses and Midwives, Health Care Support Workers and Nursing Students)**

*This webinar can contribute to participatory learning which can be used for revalidation*

**Tuesday 1 December 2026**

**9.30am – 12pm**

**Online event – to be held via Microsoft Teams**

**Facilitator:**

**Education & Lifelong Learning Adviser, RCN Wales**

**Aim:**

**This webinar aims to:**

- Examine and explore best practice processes involved in record keeping, including all different types of records (both written and electronic) in health and social care
- Explore potential concerns around record keeping, aligned with accountability, responsibility and the standards required of you in practice
- Enable a greater awareness of the resources available to support you in your practice

**Topics covered:**

- Record keeping principles and exploration of what is a health/social care record.
- Context to good care. Authority to compile records and why jargon should be avoided.
- Understanding professional responsibilities and legal requirements.

**Cost:**

**RCN Member (Registered Nurse) £25.00 + VAT (£30)**

**Non-Member (Registered Nurse) £37.50 + VAT (£45)**

**RCN Member (HCSW/ nursing student/ career break/ retired member) £15.00 + VAT (£18)**

**Non-Member (HCSW/ nursing student) £20.00 + VAT (£24)**

- Book online with credit/ debit card at [www.rcn.org.uk/wales-events](http://www.rcn.org.uk/wales-events) and click on the event listing for this event
- Phone (payment with credit card/Maestro): 029 2054 6460.

*Unfortunately we are currently unable to take online bookings for Career Break Members, non-member Health Care Support Workers and non-member Nursing Students. Please book over the phone on the number above to pay by card.*

**THE CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS AND PAYMENTS IS  
FRIDAY 27 NOVEMBER 2026**

**Cancellations received BEFORE 5PM TUESDAY 24 NOVEMBER 2026 will be refunded, minus a 25% administration fee. Regrettably, no refunds can be processed after this date. Places can only be substituted with the prior knowledge and agreement of RCN Events**

**Registration confirmation:** All bookings will be confirmed in writing, and nearer to the event you will receive delegate information, including the Microsoft Teams joining link.

**If you want to confirm that you are registered for the event, please contact:**

**RCN Event registrations on 029 2054 6460, Mon – Fri, 9.30am – 4.30pm.**

**It may be necessary for reasons beyond the control of the organisers to alter the content and timing of the programme or the occasional identity of the speakers.**

**To enquire about further details of the event please contact the organiser:**

**E-mail: [CPDWales@rcn.org.uk](mailto:CPDWales@rcn.org.uk) Tel: 029 2068 0757**

## RCN EVENTS – BOOKING FORM

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Bookings can be made by phone with payment by credit card/Maestro, by calling: +44 (0)2920 546460.  
Lines are open from 9.30am - 4.30pm Monday to Friday.

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- A copy of the Purchase Order document from your organisation or company (we cannot process your order without it)
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- A completed RCN Events Booking Form for each delegate in the booking.

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