



“The Legality and Accuracy of Record Keeping”

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

At RCN Wales, Ty Maeth, King George V Drive East, Cardiff, CF14 4XZ
on Thursday 8 August, 2019

9.30am – 12.30pm

(Commencing with Coffee & Registration 9-9.30am)

Facilitator:

Diane Powles RCN, Dip N, Bsc (Hons), MSc, PGCE
Education & Lifelong Learning Adviser, RCN Wales

Aim:

To explore effective principles and practice of good record keeping.
This seminar is aimed at Registered Nurses, Health Care Support Workers and pre-registration Nursing Students working in both the Independent Sector and the NHS.

Topics covered:

Professional Judgement and Accountability; The Legalities;
Duty of Candour; Caldicott; Electronic Records;
Resources including First Steps;
Critical Incident analysis

Cost: (inc. tea/coffee & information)

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

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

RCN Member health care support worker/ HCA/ nursing student £15.00 + VAT (£18)

Non-Member health care support worker/ HCA/ nursing student £20.00 + VAT (£24)

(Cheques should be made payable to “Royal College of Nursing”)

Book online with credit/ debit card at www.rcn.org.uk/wales/wales-events
and click on the event listing for “The Legality and Accuracy of Record Keeping (for Registered Nurses, Health Care Support Workers & Nursing Students)”

**THE CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS AND PAYMENTS IS
TUESDAY 30 JULY, 2019**

Bookings & Registration confirmation: All bookings will be confirmed in writing, and nearer to the seminar you will receive delegate information, including directions to the venue. If you want to confirm that you are registered for the event, please contact: RCN Event registrations on 029 2054 6460, Mon – Fri, 9am – 4pm

For further details on the seminar please contact the organiser:
Rhona Workman at RCN Wales, Ty Maeth, King George V Drive East,
Cardiff, CF14 4XZ. Tel: 029 2068 0713 E-mail: CPDWales@rcn.org.uk

www.rcn.org.uk/professional-development/revalidation
www.rcn.org.uk/hcafirststeps

Morning Seminar “**The Legality and Accuracy of Record Keeping**”
(For Registered Nurses, Health Care Support Workers & Nursing Students)
at RCN Wales, Ty Maeth, Cardiff, CF14 4XZ
on Thursday 8 August, 2019

HOW TO BOOK

Bookings now open. Booking information can be found online at
www.rcn.org.uk/wales/wales-events

- ❖ **Unfortunately we are currently unable to take online bookings for non-member Health Care Support Workers and Nursing Students. Please either book over the phone on the number below if you would like to pay by card, or if you would like to pay by cheque, please complete this application form and send with payment to the address below.**

- **Book online** at www.rcn.org.uk/wales/wales-events and click on the event listing for “The Legality and Accuracy of Record Keeping”
- Post this booking form with payment by cheque (made payable to the Royal College of Nursing) to: Event registrations, PO Box 2329, Cardiff CF23 8YZ.
- Phone (payment with credit card/Maestro): 029 2054 6460.

Please book one place for me on this morning seminar as follows:

RCN Member (Yes/ No)..... RCN Membership number.....

TITLE..... FIRST NAME..... SURNAME.....

E-MAIL ADDRESS:.....

HOME ADDRESS.....

.....Postcode.....

PLACE OF WORK/ORGANISATION:.....

JOB TITLE:.....

DAYTIME TEL No:.....

Any specific requirements (accessibility/ dietary).....

PAYMENT – Please tick as appropriate

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- RCN Member (health care support worker/nursing student) £15.00 + VAT (£18)
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Cancellations received BEFORE TUESDAY 30 JULY 2019 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

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. **The RCN Events Team takes no responsibility for non-refundable travel/accommodation in the case of a changed programme or cancelled event.**

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