

# CC11 Initial and Ongoing Clinical Documentation

## Purpose

1. To ensure all participants have accurate and appropriate clinical documentation.

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management
2. Module 3: Provision of Supports
3. High Intensity Daily Personal Activities

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013
2. Work Health and Safety Act 2011 (Cth)
3. Work Health and Safety Regulations 2011 (Cth)

## Key Responsible Executive

Chief Executive Officer

## For More Support

Head of Multidisciplinary Care

## Policy Statement

1. This policy applies to all clinical staff including management.
2. Clinical documentation includes all forms and reports associated with the care of the participant.

## Procedures

1. All participants are to have a basic interim care and service plan completed, by the registered nurse, within 24 hours.
2. All participants are to have an assessment completed and documented, by the registered nurse, within 48 hours.

3. Registered nurses are to ensure that all changes in the condition of the participant, including the development of a pressure area, are to be recorded concisely and accurately in the progress notes and the care and service plan adjusted accordingly.
4. The registered nurse must promptly report any changes in the condition of the participant to the treating medical officer. This contact is to be documented in the nursing notes.
5. The next of kin must be notified of any changes in the condition of the participant within 24 hours. This contact is to be documented in the nursing notes.
6. The registered nurse must report changes in the condition of the participant to management as soon as is practicable.
7. Management is available to support the registered nurse throughout this process.
8. All staff involved in the clinical care of the participant are responsible for ensuring clinical documentation is up to date. This includes filling in fluid balance charts, personal care forms, and other clinical forms as required.

#### References to other SAVVY policies

1. CS3.5 Participant Record Management
2. HR4.17 Information Technology

#### References to other external materials

1. Personal care and clinical procedures manual

#### Supporting documentation

1. Includes all clinical information

#### Version Control

1. 1 April 2023 - New Policy Creation