Activity

Sheet 2.11

Recording and confidentiality

Learning aim A3/C2

Name:

Section A

Answer the questions below:

**What is the value of recording for?**

The service user:

The staff:

The care setting/organisation:

Section B

Using the table on the next page, outline the responsibilities of care workers when recording information in a range of different health and care settings.

|  |
| --- |
| The responsibilities of health care workers in: |
| GP surgery |
| Accident & Emergency |
| Hospital ward |
| The responsibilities of social care workers in: |
| Residential home for the elderly |
| Domiciliary care |
| Nursery |

Section C

Explain how service users can benefit from being involved in recording and keeping their personal information safe with care workers. Give practical examples in relation to the following:

**1.** It helps service users to understand what is happening and provides the answers to the *why* and *how* questions they may have.

**2.** How it reinforces service user rights to participate as much as possible in the decisions that affect their lives.

**3.** How it encourages service users to help to solve their own problems.