



COLLEGE OF NURSES
OF ONTARIO

ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

Documentation, Revised 2008

Teleconference

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Purpose

To enhance the application of the College of Nurses' *Documentation, Revised 2008* practice standard.

Learner Objectives

- Identify the CNO resources available to assist with documentation practices
- Apply the principles of the document to practice scenarios
- Identify how to access legislation that affects nursing documentation

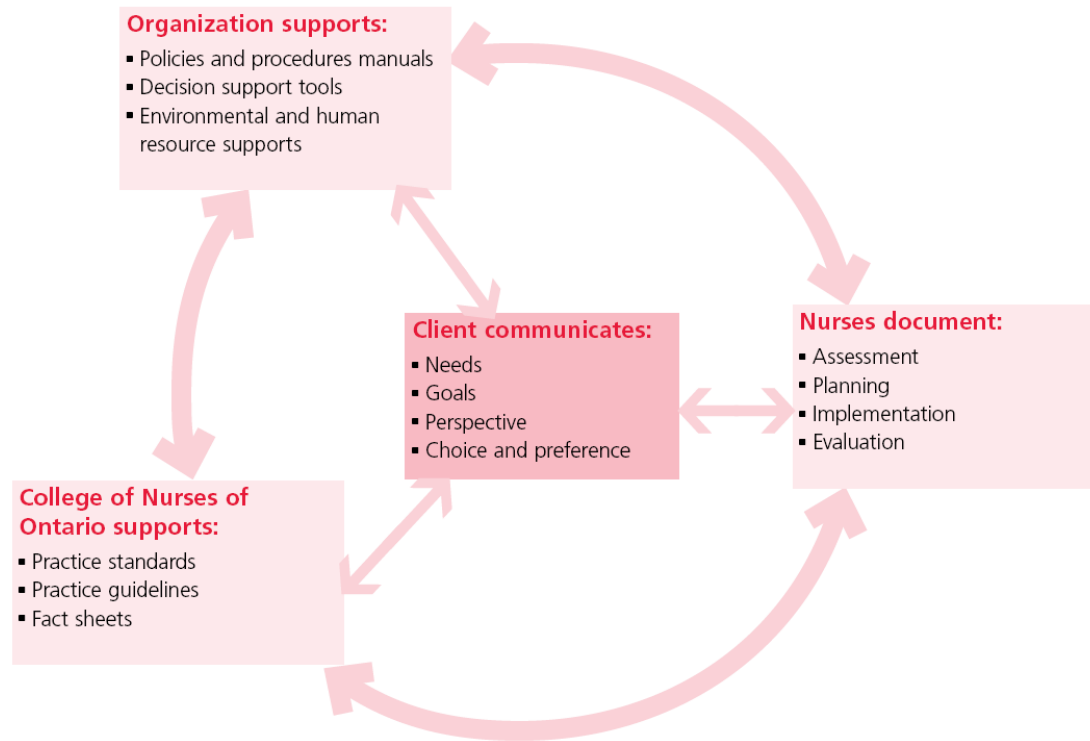
Introduction to the Standard

The *Documentation, Revised 2008* practice standard explains the regulatory and legislative requirements for nursing documentation.

The content is divided into three standard statements that describe broad practice principles:

- Communication
- Accountability
- Security

Documentation Inter-Relationships



Results of above inter-relationships

Complete documentation that demonstrates:

- Communication
- Accountability
- Legislative requirements

Why document?

- Reflect the client's perspective
- Communicate to all health care providers
- Demonstrate safe, effective and ethical care
- Demonstrate knowledge, skill and judgment
- Meet legislative requirements

Purpose of Documentation

- Reflects nursing assessment to determine the care required or provided
- Evaluate professional practice for quality assurance
- Assess nursing interventions and evaluate outcomes
- Reflect on practice

Documentation Requirements

- Nurses are accountable for ensuring that their documentation is accurate, timely and meets the College's practice standards

Professional Misconduct

- Failing to keep records
- Falsifying a record
- Signing or issuing a false or misleading statement
- Giving information about a client without consent

Legislation

Nursing Act, 1991

Regulated Health Professions Act, 1991

Personal Health Information Protection Act, 2004

Health Care Consent Act, 1996

Public Hospitals Act, 1990

Long Term Care Homes Act, 2007

www.e-laws.gov.on.ca

Communication

- Nurses ensure that documentation presents an accurate, clear and comprehensive picture of the client's needs, the nurse's interventions and the client's outcomes

Communication Examples

- Signing name and initials
- Temporary documentation
- Charting by exception and checkboxes
- Co-signing

Communication (continued)

- Abbreviations
- Documenting the name of another care provider
- Documentation that is not related to client care

Accountability

- Nurses are accountable for ensuring their documentation of client care is accurate, timely and complete

Accountability Examples

- Late entries
- Documenting own care
- UCPs documenting
- Missing documentation

Accountability Examples (continued)

- Making corrections
- Break coverage
- Electronic documentation considerations

Security

- Nurses safeguard client health information by maintaining confidentiality and acting in accordance with information retention and destruction policies and procedures that are consistent with the standard(s) and legislation

Security Examples

- Temporary documentation
- Access to information (by the nurse)
- Disclosure outside the circle of care
- Disclosure to clients

Security Examples (continued)

- Lockbox provision
- Electronic considerations
- Record retention

RN: Entry-to-Practice Competencies

34. Understands the significance of nursing informatics and other information and communications technologies (ICTs) used in health care

48. Uses existing health and nursing information systems to manage nursing and health care data during client care

85. Reports and documents client care and its ongoing evaluation in a clear, concise, accurate and timely manner

RPN: Entry-to-Practice Competencies

42. Maintains clear, concise, accurate and timely records of client care

113. Demonstrates professional conduct by:

d) documenting incidents and action taken

117. Uses computer skills in a professional manner to do the following:

a) document client care

NP Entry to Practice Competencies

1.10 Documents clinical data, assessment findings, diagnoses, plans of care, therapeutic interventions, client responses and clinical rationale in a timely and accurate manner

1.11 Adheres to federal and provincial/territorial legislation, policies and standards related to privacy, documentation and information management (this applies to verbal, written or electronic records)

Supporting Documentation Practices

- Facilitating staff involvement
- Access to equipment
- Policies that reflect standards
- Adequate time to document
- Acknowledging nursing excellence in documentation

Resources

- CNO Website: www.cno.org
 - E-learning modules
 - Ask Practice
 - Outreach Consultants
- Practice Support Line 416-928-0900 x 6397
1-800-387-5526

PPD@cnomail.org

For Ontario legislation:

www.e-laws.gov.on.ca



Teleconference Feedback Form

Thank you for participating in the “*Documentation, Revised 2008 Practice Standard*” teleconference on March 3, 2011. Please take a few minutes to complete this survey. Your feedback is appreciated and will help us improve our process!

You can also complete this form online at <http://www.cno.org/tc-documentation>

1. Usefulness of teleconference to your nursing practice:	<input type="checkbox"/> Very Useful	<input type="checkbox"/> Useful	<input type="checkbox"/> Not very Useful	<input type="checkbox"/> Not at all Useful
Please explain your answer:				

2. Overall satisfaction with speakers:	<input type="checkbox"/> Very Satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Dissatisfied	<input type="checkbox"/> Very Dissatisfied
Please explain your answer:				

3. Satisfaction with speakers’:	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Please explain your answer
a) clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) understanding of the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c) responses to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. As a result of this teleconference, do you have a better understanding of:				
	Yes	No	Unsure	Please explain your answer
a) the CNO resources available to assist with documentation practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) the application of the principles of the Documentation, Revised 2008 standard into practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c) how to access legislation that affects nursing practice ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Other comments: _____

6. Your nursing category:

- RN
- RPN
- NP
- Non-nursing (specify): _____

7. Your health care sector:

- Academia
- Acute Care
- Community & Public Health
- LTC & Rehabilitation
- Mental Health & Corrections
- Paediatrics
- Palliative
- Other: _____

8. Your role in your organization:

- Staff Nurse
- Nurse Practitioner
- Manager
- Administration
- Clinical Educator
- Clinical Nurse Specialist
- Other: _____

Thank you for your feedback.

Please fax the completed form to **416 928-9643** (attn: *Denise Hastings*) by March 11, 2011