



**Service Priorities and Programmes**  
**Electronic Presentations**

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**Regular Compliance Checking on Nursing Documentation in Extended Care Ward**

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**Keywords:**

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**Introduction**

Nursing Documentation is vital part of professional practice and a legally accountable record. According to the findings of annual nursing audit in 2011 – 2012, there are rooms for improvement on the compliance against the criteria of Nursing Standards in extended care wards, especially - - M2.1.9. Begin each entry with the date, time and identify nursing profession by writing "Nursing" on the column head, end with your signature, title and block letter of name. (Compliance rate – 87.1%) - M2.1.15. Draw a single line through the error and then initialized. (Compliance rate – 96.77%)

**Objectives**

1. To enhance the quality of nursing documentation in compliance with Nursing Standards. 2. To reflect the quality of care through appropriate nursing documentation.

**Methodology**

1. Monthly / Bi-monthly cross ward compliance checking on the nursing documentation by two APN or one APN and one RN / EN is conducted against two extended care wards. 2. Sharing on good practice, lesson learnt and common mistakes on nursing documentation is conducted for frontline colleagues.

**Result**

1. The compliance results showed that staff improved knowledge and familiarity in documentation. 2. Further review the methodology of compliance checking and a structured nursing documentation program are the way forward. 3. New checking form was developed on Oct 2013. 3 cases will be checked for 3 days and all the mistakes in documentation will be counted for future analysis.