

Practice Tool 8

# Characteristics of Good Recording Checklist.

Use this tool to consider your recording practice.

To what extent is your recording:	Level (1 = Low, 5 = High)	Comments
<b>Ethical</b> Non-judgemental; respectful; considers rights, consent, confidentiality, and non-discriminatory		
<b>Lawful</b> Follows the law, relevant policy, internal and external procedures and guidance		
<b>Person-centred</b> Shows person was fully involved (directly or via support from an appropriate person or advocate); considers capacity; clearly states the person’s desired outcomes, views, wishes, feelings and beliefs.		
<b>Empowering</b> Looks at strengths, resilience, capacity and networks, as well as needs and risks; evidences choice and control.		
<b>Accountable</b> Explains what was said, done or decided, by whom and why; is signed and dated		

<b>To what extent is your recording:</b>	<b>Level (1 = Low, 5 = High)</b>	<b>Comments</b>
<p><b>Holistic and joined up</b>                      Involves relevant people, the whole family approach; considers all areas of well-being; takes account of others who are involved or who are impacted upon</p>		
<p><b>Proportionate and appropriate</b>                      The depth and detail reflects the number and complexity of needs, the range of people involved, the likelihood of change, and the likelihood and consequence of risk, the likelihood of dispute and how unusual the situation is</p>		
<p><b>Analytical</b>                      Weighs up information; is informed by evidence, explains meaning; identifies gaps; includes rationale for decisions and conclusions</p>		
<p><b>Useful</b>                      Includes outcomes; reaches a conclusion about needs and eligibility; says what will happen next; facilitates continuity of future conversations</p>		
<p><b>Well written</b>                      Written in clear, correct English; logical and concise; uses empowering language</p>		