

Documentation

Aim - To identify the quality of recorded communications and tracking processes of assessments and continuity of evaluation

Method - Audit to establish a base line against NMC guidelines and trust policy.

Action	Who	Date	Evaluation
Design audit tool and data collection sheet	Toni Scammell Justina Jeffs	April 2002	Audit tool attached at Appendix 1
Conduct audit across both community hospitals	Toni Scammell Clinical Managers Senior Staff Nurses	May/June	Data collection in progress due for completion by 26th June
Share results with Clinical Managers, Senior Staff Nurses and Action Plan in conjunction with Justina Jeffs		July	
Aim - To improve understanding amongst D & E Grades re patient centred assessment and care planning			
Action	Who	Date	Evaluation
Organise Care Plan Workshop with D and E grades	Toni Scammell	May	Took place on 9th May Action Plan related to this in process

JUNE 2002