

Practice Education Guidelines for BC Documentation by Students

GL#4-4

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Introduction and Purpose:

Documentation is evidence of care provided by the student, Post-Secondary Institution (PSI) educator and/or the Health Care Organization (HCO) staff. In the event of an incident or legal action, what is documented is the evidence of what occurred or did not occur (regardless of what actually happened). In addition, documentation is a key communication process for members of the healthcare team to promote safety, quality and continuity of care.

This guideline outlines the expected standards and responsibilities of the student, PSI educator and/or HCO educator for comprehensive, accurate documentation of patient care.

Definitions:

Also refer to: Standardized Guideline definitions in the Practice Education Guideline (PEG) Introductory Module.

Documentation: Any written or electronically generated information about a client that describes the care or service provided to that client. A fundamental communication tool that reflects the client's perspective on her/his health and well-being, the care provided the effect of care and the continuity of care.

Professional Designation: recognized, regulated or reserved professional title (e.g. Physician [MD], Registered Nurse [RN], Occupational Therapist [OT]), or non-regulated professional job titles (e.g. Health Care Aide [HCA]).

Practice Guideline Standards:

All students are required to document the care and service provided to a client according to:

- HCO documentation standards / approved abbreviations;
- PSI documentation standards or policies;
- Statutory regulations;
- Professional standards of practice;
- Legal principles (based on Canadian common law court decisions).

Documentation describes care provided directly by the individual. No individual should document on behalf of another unless it is under exceptional circumstances (eg: emergency situations) and is clearly identified as being third party documentation.

The principles of documentation are the same for traditional and electronically generated documentation methods.

Documentation includes signatory identification of who provided the entry into the record. Students, PSI educators and HCO staff must:

- protect the security of their signature;
- use their own user ID and access code (password) for electronic documentation systems; ID/passwords must never be shared and a provider must never allow others to document under

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their name. Conversely, students, HCO educators/staff and PSI educators must not use another individual's ID or password to access/use the documentation system.

- use only HCO approved abbreviations in signature. The signature must also adhere to discipline and/or PSI approved abbreviations.

Students and PSI educators are accountable for safeguarding the confidentiality of client information (refer to PEG 2-1: Protecting Privacy and Maintaining Confidentiality).

HCO educators or PSI educators supervising students must review the student's documentation to ensure it is complete and meets all standards. Supervising HCO educators or PSI educators must identify, follow-up, document and sign any discrepancies in the client record in a timely manner.

Standards for co-signing are determined by the professional discipline. Students and HCO and/or PSI educators must co-sign in accordance with their specific discipline standards. Professions requiring some degree of co-signing include: Audiology, Dietetics and Clinical Nutrition, Medicine, Occupational Therapy, Physiotherapy, Recreational Therapy, Respiratory Therapy, Social Work and Speech & Language Pathology.

Inaccurate, inadequate or false documentation may result in remedial action by PSI educators or HCO educators or loss of student privileges by the HCO.

Roles, Responsibilities & Expectations:

Post-Secondary Institution:

Establish and communicate to all relevant parties, PSI standards for documentation that are in alignment with professional discipline and HCO standards.

Validate PSI educator competency for documentation within the HCO where supervision of students will occur.

Provide education for students to:

- Documentation standards, including those for the HCO within which practice education experience will occur, professional standards, legal standards.
- HCO, PSI and professional standards / requirements for co-signing documentation.
- HCO forms, documents, signature record, electronic systems;

PSI Educator:

Provide education and ongoing supervision for student re: standards and expectations for documentation.

Review student documentation to ensure completeness, accuracy and in accordance with standards.

Determine and communicate with HCO educators, the correct level of supervision for documentation required for the student.

Co-sign student documentation according to discipline specific requirements

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- If the student's PSI Educator or HCO educator does not agree with the assessment, analysis or care plan for the client, the HCO educator and/or PSI educator must take corrective action and document an addendum in the health record.

Student:

Document client assessment, plan, interventions and evaluation in accordance with HCO, PSI and professional discipline methods and standards.

Complete accessory documents (e.g. PSLs [Patient Safety Learning System] documents, checklists, kardex) as per HCO requirements.

Sign all documentation in accordance with HCO, PSI and professional discipline standards. Include approved method for indicating "student" followed by PSI name. e.g. Given Name, Surname, "Student" Discipline, PSI name.

Maintain security of signature for documentation; do not allow others to document using your signature, electronic ID/password. Conversely, do not use other's signature, electronic ID/password to complete your documentation.

Complete signatory records as applicable if using initials (eg: on flowcharts)

Obtain co-signature to documentation as required.

Health Care Organization:

Provide information to all PSIs re: HCO specific documentation methods.

Provide access to Electronic Health Record system for PSI educators and students as per HCO established processes, including assignment of individual access ID and passwords.

Provide access to education and ensure adequate supervision by HCO educators/staff and PSI educators re:

- Standards for co-signing student documentation.
- Process for HCO/PSI educator documentation in the event that student's supervisor does not agree with the assessment, analysis, intervention, or care plan for the client.

Resources and References:

Board of Registration for Social Workers in B.C. (July 2006). *Code of ethics and standards of*

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Parkinson, J. & Brooker, C. (2004). *Everyday english for international nurses: a guide to working in the UK, chapter 4: nursing documentation, record keeping, and written communication*. Churchill Livingstone, UK. Retrieved on October 6, 2006 from
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Vancouver Coastal Health Authority Professional Practice. (2006). *Practice guideline: professions that require professional preceptors co-sign student clinical documentation*. Author: Vancouver, BC.

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Guideline Review History:

Revision #	Date	Author(s)	Brief Description of Change (reason for change)
Original	November 2008		
1	June, 2012	Monica Adamack (IHA) and Kelly Hughes (Langara)	Revised to align with new template and language. Updated references/resources.
2	February 2013	Monica Adamack (IHA), Kelly Hughes (Langara), Debbie McDougall (BCAHC)	Revised to align template and terminology to approved PEG standards. References verified / updated.

APPENDIX B

**Standard Abbreviations - Professional and Student Designation
When documenting in the health record**

Profession	Signature Abbreviation	
	Legal/Professional Designation	Student Designation
Acupuncturist		
Audiologist		
Audiology Technician		
Chiropractor	DC	SDC
Community Health Nurse	RN	SN
Counselling Psychology		
Dental Assistant		
Dental Hygienist	RDH	SDH
Dental Office Assistant		
Dentist	DDS DMD	
Dietician	RD	SD
Emergency Medical Assistant	EMA	SEMA
Environmental Health Officer		
Home Support Worker	HSW	SHSW
Licensed Practical Nurse	LPN	SPN
Massage Therapist	RMT	SMT
Medical Laboratory Technologist	MLT	SMLT
Medical Radiology Technologist	MRT	SMRT
Midwifery	RM	
Music Therapy		
Nurse Practitioner	NP	RN, SNP
Nursing Unit Clerk/Assistant	NUC/A	SNUC/A
Occupational Therapist	OT	SOT
Optometrist		
Patient Care Aide	PCA	
Pharmacist	RPh	SPh
Pharmacy Technician		

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Physician	MD	MSI
Physiotherapist	PT	SPT
Psychologist	R. Psych	
Recreation Therapist	RecTh	SRecTh
Registered Nurse	RN	SN
Registered Psychiatric Nurse	RPN	SN
Rehabilitation Assistant	RA	SRA
Resident	MD	MSI
Resident Care Aide	RCA	SRCA
Respiratory Therapist	RT	SRT
Social Worker	SW	SSW
Speech & Language Pathologist	SLP	SSLP
Spiritual Care Practitioner		