



# Clinical Recording Procedure Social Workers

Procedure Number  
WCDHB-SW-0002

Version Nos:  
**3**

## 1. Purpose

This Procedure is performed as a means of establishing a written rationale of intervention to provide a record from which another West Coast District Health Board (WCDHB) Social Work Department team member can take over responsibility for the client concerned if the need arises.

## 2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Social Workers & Field Workers.

## 3. Definitions

There are no definitions associated with this Procedure

## 4. Responsibility

For the purposes of this Procedure, all Social Work Department staff shall:

- Be responsible for the documentation of care given to clients
- Be responsible for timely completion of their documentation
- If concerns are expressed or problems/issues arise, it is the workers responsibility to discuss the matter with their supervisor in the first instance.
- Ensure that documentation meets all legal and Policy requirements

## 5. Resources Required

This Procedure requires:

- i). Clinical Record

## 6. Process

- 1.00 On receipt of all new referrals a clinical file must be set up. Referral information is to be included within the new clinical file.
- 1.01 Each file must contain, at least:-
  - The clients NHI number,
  - Name & Address
  - Date of Birth
  - Person to contact in an emergency ( Fieldworkers only)
  - Sex
  - Client consentThe client's name, NHI, and case number if applicable are to be on each page of the record.
- 1.02 Records must be complete. This includes telephone conversations directly impacting on Client care, all face to face contacts and all discussions with other health professionals in relation to the episode of care.



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- 1.03 Where only one worker is making entries to a client file then it is acceptable for that worker to print and sign their name and add their designation to each page. All other entries on that page must be initialled.
- 1.04 Files must run concurrently with the latest entry on the top of the file. Larger files must be arranged in date order.
- 1.04 All files must be kept in a locked filing drawer.
- 1.05 All documentation within the clinical file must also comply with the requirements of the WCDHB Clinical Documentation Procedure.

### 7. Precautions And Considerations

- On receipt of all new referrals a clinical file must be set up
- Files must run concurrently with the latest entry on the top of the file
- All files must be kept in a locked filing drawer

### 8. References

### 9. Related Documents

WCDHB Clinical Documentation Procedure

<b>Revision History</b>	<b>Version:</b>	3
	<b>Developed By:</b>	Supervising Social Worker
	<b>Authorised By:</b>	General Manager - Hospitals
	<b>Date Authorised:</b>	March 2006
	<b>Date Last Reviewed:</b>	March 2010
	<b>Date Of Next Review:</b>	March 2011