

Nursing Records

Nursing

Contemporaneous, factual, attributable, complete — a defensible entry.

The record is a clinical tool first and a legal document second.

Always

Write as soon as practicable after the event

Date, time and sign every entry

Record facts and direct observations

Quote the patient where the words matter

Note what you escalated, to whom, and when

Never

Leave blank lines or gaps between entries

Erase, obliterate or overwrite an entry

Record an opinion as though it were a finding

Use unapproved abbreviations

Document care before you have given it

Educational reference. Correct an error with a single line through it, initialled and dated. Local record-keeping policy governs.