

## **Procedures Manual**

**Title: RECORDS**

**MA-23**

### **1.0 SCOPE**

The proper recording and storing of all information pertaining to service users.

### **2.0 AIMS AND VALUES**

2.1 To ensure that all necessary information is available to staff and qualifying regulatory bodies.

2.2 To ensure all information is stored and disposed of appropriately.

### **3.0 Contents**

6.0 DORF Directory of Residents File

7.0 Storage of Records

8.0 Retention of Records

9.0 Disposal of Records

### **4.0 Referenced Documents**

C4-DORF Directory of Residents File.

MA-15 Confidentiality and Access to Records.

Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013

### **5.0 Responsibilities**

5.1 Person in Charge and all staff.

## **This is the procedure to be followed**

### **6.0 DORF DIRECTORY OF RESIDENTS FILE**

- 6.1 The Person in Charge will ensure that DORF Directory of Residents File is complete and be available for the Designated Centre.
- 6.2 All admissions and discharges will be documented in DORF Directory of Residents File, except routine visits such as regular visits home.
- 6.3 All services users included in this Directory will have completed assessments and documentation in place as per WIDA Quality Management System.

### **7.0 STORAGE OF RECORDS**

- 7.0 All records relating to service users and staff will be stored in a locked unit and treated as confidential.
- 7.1 All service user and staff records stored on PC's or laptops will be accessible only by a double password system. All such devices will be stored securely at all times and have reasonable malware technology installed.
- 7.2 All staff must be trained in MA-15 Confidentiality and Access to Records.

### **8.0 RETENTION OF RECORDS**

- 8.1 All records relating to service users specified in Schedules 3, 4 and 5 of the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013 will be held by WIDA for a minimum of seven years.

### **9.0 DISPOSAL OF RECORDS**

- 9.1 Any disposal of records specified in Schedules 3,4 and 5 of the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013 should only be done with written approval from the Registered Provider.
- 9.2 The person responsible for the disposal of any records will ensure they are disposed of safely to ensure confidentiality.