



GDPR (General Data Protection Regulations) & Handling Information

Knowledge Paper

Learner

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Company

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Date

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1. Give three examples of records that carers contribute to.
2. How can computer records be protected?
3. Which regulation was introduced on the 25th May 2018 to protect personal data?
4. What colour ink should you use when you fill in forms?
5. Why is it important that you complete records with a correctly coloured pen?

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6. What's wrong with the following record?

'Got Mr Brown out of bed this morning; he was a bit dodgy but said he'd be ok in a bit.'

7. Give two reasons why you would only record facts about clients and not opinions.
8. Why must you make sure that any abbreviations you use are agreed with your employer?
9. Why is it important to complete records as soon as possible after carrying out tasks? (e.g. giving medication)
10. Give an example of a way in which poor record keeping could result in harm to a client.

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11. Give an example of a way in which good record keeping protects clients from harm.
12. How does good record keeping contribute to person-centred care?
13. Give two reasons why carers' standards of record keeping may be poor.
14. Who is responsible for the quality of the entries you make in clients' records?
15. What should be done to ensure that it's possible to identify who made an entry in a record and when they did so?

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16. If you make a mistake how should you correct it?
17. Why is it bad practice to use correcting fluid in clients' records?
18. What would you do if a colleague asked you to remove or change an entry they had made in an individual's care plan?
19. What's wrong with the following record?

 'Mrs Carter said she had a headache, so I gave her a couple of tablets. LR
 19.4.2012'
20. Why should an individual's records be stored for a length of time after they are made, even if the individual is no longer in your care?