



Paperwork!

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The Purpose Of Paperwork:

1. It's a CQC requirement to show quality of care
2. To communicate with other staff what has been happening
3. To track any changes
4. To use as evidence for further funding.





However.....

1. It's a CQC requirement to show quality of care.....You aren't CQC registered so that doesn't apply to us!

2. To communicate with other staff what has been happening.....You are working on your own so you aren't really communicating with a massive team.

3. To track any changes.....you are there to add additional help to the situation, you are not the one that controls the situation. It is family that take the lead with health and you just input.

4. To use as evidence for further funding.....Most people will be privately funded so often this isn't relevant.





It is your business...

and you can run it how you like!

You can have paperwork on each client, write daily notes and write a full care plan if you like.

Or you can just take each job as it comes and do the paperwork needed for that particular job.

It just depends on what their needs are and what the family has requested.





What would your client prefer?

Often time is better spent having more time with the person needing care rather than writing paperwork for paperwork sake!





Is this paperwork serving them?

Is it ever looked at?

Referred to?

Needed?

Does it have a practical use?





Communication Book/Daily Activity Log

Helps to aid conversation, vary activities, not repeat meals

Changes Of Health

Can track deterioration in his ability and any changes/patterns, may help with getting funding.

Risk Assessments

If it is requested it is advised to write one so that you can demonstrate you have thought about the risks of the activity and the ways you can make it safer by implementing certain things.





Trackers

Bowel movement trackers and Urine input/output trackers. This may not always be very accurate as you can only record what you know and you aren't there 100% of the time. But it can give an indication of what might be going on at least.

Full Care Plans

The care plans were used as evidence for further funding so they focused on what the person needing care can't do and what they are like on their worse days.





Live In Care

1 client 100% of your time, I would strongly advise you keeping records.

- The needs of that individual will likely be greater than someone with domiciliary care needs,
- You will be having a break/long gap of care/changing carers, it would be very helpful for others to be able to see what care you have been delivering.



Recording Apps



Pocket Carer

Recording via your phone

Family members can also download the app and they can access the information for their family member.

You can also add team members on, so if you work with a partner you can both access the notes.

Visit www.pocketcarer.com for more information, or download the app in your App Store.

We have a 25% discount code available especially for our members for Pocket Carer. So the app is available to our members for £5.99 per month (instead of £7.99). Use PCN25 to get your discount.



Recording Apps



It is £2.99 per circle of care.

So you purchase one circle per person you care for and invite family members/other carers to join that circle at no extra cost.

It's a one off fee per circle, not a reoccurring fee.

The idea of Jointly is to make caring life a little easier, combining group messaging with other useful features such as to do lists and medication lists, calendar and more!

To find out more. check out their website <https://jointlyapp.com/>

The sign up option is here: <https://jointlyapp.com/signup>





Task:

Take a look at the Paperwork Templates section

