



Family Nursing & Home Care

Staff Work Diary Procedure

May 2019

Document Profile

Type i.e. Strategy, Policy, Procedure, Guideline, Protocol	Procedure
Title	Staff Work Diary Procedure
Category i.e. organisational, clinical, finance	Organisational
Version	1.4
Author	Claire Whelan – Data Protection Officer
Approval Route	Organisational Governance Approval Group
Approved by	
Date approved	Organisational Governance Approval Group
Review date	27.6.22

Statement of Intent

Staff work diaries in whatever format, paper or electronic are legal documents and there are requirements for their use and subsequent storage.

This procedure includes:

- provision of diaries
- access to diaries
- use of the diary during the relevant calendar year
- the collection and storage of previous year's diaries

Scope/Responsibility

This applies to all staff who use diaries and it is their responsibility to comply with the requirements.

Process

Provision of diaries

The organisation provides, paper diaries and electronic through systems i.e. Care Planner and EMIS diaries to clinical, management and some clerical staff.

The ordering process of diaries will be overseen by the Business & Systems Support Manager.

Use of diaries - clinical staff

A paper diary, EMIS or Care Planner or a combination of these will be used for a record of your daily activities. They should only be used for recording work activities and be a complete reflection of your daily work including patient/client visits, meetings, clinics and training as per the Association's policies.

Diaries should include the patient's name initials for the first time they are visited or the first visit of the New Year.

Employees are reminded that diaries are legal documents the contents of which may be used in court proceedings. Staff are required to produce their diaries if required by their line manager.

As diaries whether paper, or electronic stored on an electronic device contain confidential information on clients/patients and they must be **kept safe and secure at all times**.

Should a diary or device be misplaced or lost the Business & Systems Support Manager should be contacted immediately.

Correction Products or the equivalent should NOT be used in paper diaries (remember these are legal documents).

Collection and storage of completed diaries

All diaries remain the property of the Association. Diaries of clinical staff are required to be returned to the Business and Systems Support Manager within three months after the end of year, immediately upon termination or employment or if requested at any other time.

Consultation Schedule

Name	Job Title or Team	Date document sent for consultation
Judy Foglia	Quality and Governance Lead	05.06.19
Tia Hall	Operational Lead – District Nursing	
Michelle Cumming	Operational Lead – Child and Family Services	
Clare Stewart	Operational Lead – Rapid Response and Reablement	
Isabel Freitas	Home Care Manager	
Elsbeth Snowie	Clinical Effectiveness Facilitator	
Jane Salt	Finance Manager	
Tracey McLeod	HR Officer	
Justine Bell	Education & development Co-ordinator	

6.2 Ratification Process

Name of Committee/Group	Date of Committee/Group	Outcome
Procedural Documents Group	27.6.19	Agreed
Chief Executive Officer		