

1665

**ABSTRACT TITLE: Documentation standards for Community Occupational Therapists**

Emma Fredrickson, Gabriela Veliz  
*Northern Health, Melbourne, Australia*

**ABSTRACT TITLE: Documentation standards for Community Occupational Therapists**

**CONGRESS THEME: Quality management**

**KEY WORDS: Quality Assurance**

**AGE GROUP: Not applicable**

**TYPE OF PRESENTATION: Oral**

Introduction: Documentation is an essential component of clinical practise for Occupational Therapists (OTs). It outlines our clinical intervention is a legal document and needs to be coherent, clear and succinct.

Objectives: The aim was to develop a set of guidelines that would meet the legal requirements of our organisation and outline a process for documenting clearly and succinctly our Occupational Therapy intervention. In the community up to this point documentation has been completed on an ad hoc basis leading to poor accountability and difficulty for new staff moving into the community setting. Benchmarking was completed with five metropolitan hospitals to review current practise. No current guidelines existed in any community setting as to how to document Occupational Therapy practise. On discussion with OT's there was an agreement that a more standardised approach to recording intervention was required.

Description: Guidelines were then developed which have minimum standards for Occupational Therapy practise for documentation in the community. Establishing the guidelines was initially completed by meeting with health information management as to what the legal requirements are within the organisation. Key headings were established and content criteria for all intervention practises. Documentation guidelines cover from initial contact to the discharge summary requirements. Since the rolling out of these guidelines staff have reported that they have found documentation easier, When reviewing old notes it has been easier to ascertain what has occurred during the episode of care

Conclusion: Formalised documentation standards have ensured that we have set guidelines for practise. The importance of clear guidelines and the provision of opportunities for peer review have ensured improved clarity of documentation and is an essential component of our professional practise. Further review of the guidelines would be advisable to see how they can be rolled out into other community settings.