

Managing Documentation Risk:
Tools for Nurse Managers, Second Edition
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Learning objectives:

- Discuss how the nursing process is used in nursing documentation
- Describe how to use Nursing Outcomes Classification (NOC) in nursing documentation
- Identify risk management guidelines for nursing documentation
- Explain the consequences of incomplete nursing documentation
- Identify key components to include when documenting an adverse event
- Explain risk reduction recommendations for nurse managers
- List the components that make up contemporary nursing practice
- Discuss the importance of manager and staff familiarity with professional nursing standards
- Explain the impact of professional and regulatory standards on contemporary nursing practice
- Identify strategies to facilitate staff's acquisition of knowledge about professional and regulatory standards
- Explain the three major functions of the medical record
- Discuss how documentation helps ensure compliance with regulatory and accreditation requirements
- Discuss where to find the necessary nursing documentation to increase compliance with quality measures
- Define the legal terms nurse managers must understand when considering nursing documentation
- List the major categories of negligence in nursing malpractice cases
- Discuss the legal risks for nurse managers when an adverse event occurs
- Describe possible high-risk errors in specialty nursing areas
- Explain the legal process when an alleged malpractice case occurs
- Summarize how to prepare yourself and your staff for a deposition
- Identify common charting errors that increase your liability risk
- Explain the consequences of an incomplete medical record
- Discuss ways to improve the staff's documentation
- Evaluate the effectiveness of your current documentation system
- Compare various nursing documentation systems
- Explain how to use accreditation standards to develop a documentation system
- Identify ways to foolproof a nursing documentation system
- Identify the advantages of a strong documentation audit system
- Develop an audit system based on performance-improvement goals
- Identify strategies for the implementation of audits by staff members
- Identify tips to help nurse managers implement an effective audit system
- Discuss the advantages and disadvantages of an electronic health record
- Identify strategies for a successful transition to an electronic health record

- Discuss why nursing staff have difficulty complying with nursing documentation standards
- Identify ways to motivate staff to increase their compliance with nursing documentation