

## REASON WHY?

Currently the notes do not meet the standards of the RCP with basic information sometimes missing and some notes not signed or not including the patient details or doctor information.



To improve the accuracy, clarity, and consistency of medical notes documentation practices.

## PLAN

Following an initial survey on the Acute Medical floor in November 2023, we observed that documentation in medical notes was not in full compliance with the RCP Standards. And we came with a plan to do a proper audit and quality improvement project aimed at

- ❖ Improving precision in medical notes documentation.
- ❖ Enhance compliance with documentation standards and guidelines.
- ❖ Effective communication of patient information, including medical history, treatment plans, and progress notes.
- ❖ Standardise documentation practice in the trust.

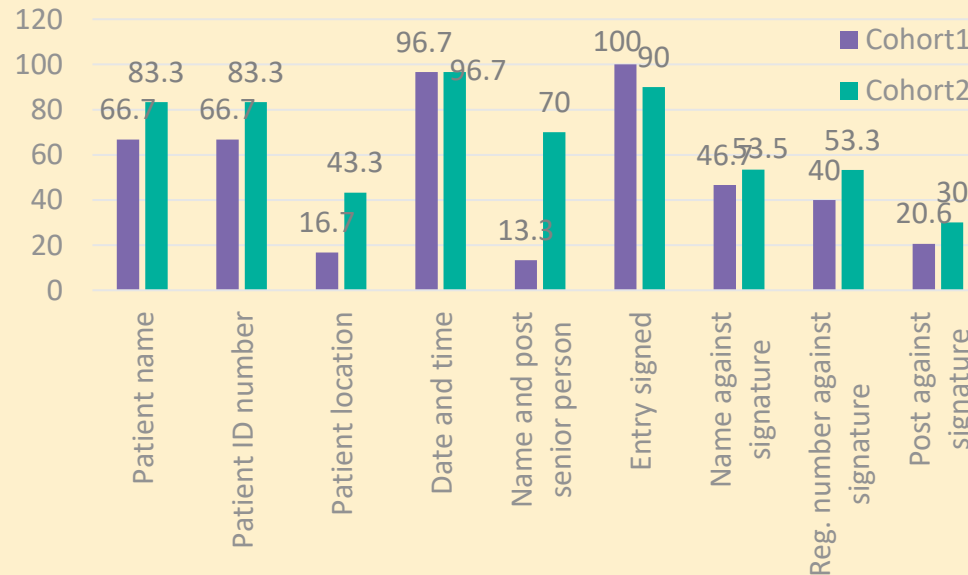
## DO

We collected data by looking at only the medical entries in the medical notes during the ward round on the day of the data collection noting the mistakes and omission such as patient details, patient location in hospital, time and date, name, registration number and designation of the person making the entry legibly printed against their signature.

- ❖ There were common patterns of poor documentation noted.
- ❖ Informal education was done for the doctors on the ward to encourage them to document according to RCP guidelines.

## STUDY

The below chart shows the percentage of information completed in the notes. Cohort 1 is the base line data and cohort 2 is data collected a few weeks after informal education and regular reminders were given to doctors on proper documentation. Most areas showed an improvement.



## ACT

- ❖ Goal is to adopt the poster and do more formal teachings at induction trainings for improvement in documentation.
- ❖ Design a standard proforma as a guide for ward- round across the acute medical floor
- ❖ Adoption of this proforma on other medical wards to improve communication of continuity of care especially when patients are moved between wards.