LEGAL RISK MANAGEMENT IN
DOCUMENTATION AND CHARTING FOR NURSES

Get practical advice on the key legal risks and dilemmas facing nurses around documentation and charting in 2014, including:

- The standards of practice around charting
- Documentation and charting as critical communication tools
- Electronic charting - what are the general requirements?
- The CNO standards - what you must understand
- Relevant documents in a civil proceeding
- Documentation challenges in legal forums such as inquests, CNO and labour proceedings
- Recording information accurately and effectively
- Best practices to ensure you are meeting your obligations
- Risk management - examples and case studies of common scenarios
- Case review - what can we learn from past cases?

**Plus!** Don’t miss the opportunity to be part of a half-day intensive workshop: *Exploring Strengths and Weaknesses in Documentation and the Legal Implications*

In one practical day, learn the law on documentation and charting that all nurses should know

**“VERY INFORMATIVE - I WISH ALL OF MY STAFF COULD ATTEND. USE OF ACTUAL SCENARIOS EXTREMELY HELPFUL.”**

**Date and Time**
Thursday, December 4, 2014
9:00 a.m. - 4:15 p.m.

**Location**
Osgoode Professional Development
1 Dundas St. W., 26th Floor
Toronto, ON

**Chairs**
- Mélanie de Wit
  Borden Ladner Gervais LLP
- Lee Lenkinski
  Borden Ladner Gervais LLP

**Register Now at**
WWW.OSGOODEPD.CA

For information about program eligibility for CPD/MCLE credits, please email cpd@osgoode.yorku.ca.
The role of today’s nurse continues to evolve as they are asked to do more with less. As frontline staff, nurses must be acutely aware of their potential legal liabilities and how to manage them properly. Failure to understand these risks can be costly, leading to possible legal liability or having negative professional consequences. Equipping themselves with the necessary information, nurses will be in a better position to make sound, professional judgments and avoid the liability traps that exist in their everyday work.

This intensive one-day Osgoode Professional Development course builds on and updates our successful half-day charting workshop offered in past years. A faculty of health law experts will explain what the law is around charting and documentation and how it applies from the special perspective of the professional nurse.

You will learn:

- The importance of effective documentation and charting
- How to stay on top of constantly evolving charting language
- The latest on hot topics, including disclosure, confidentiality, long-term care and patient safety
- Tips and guidelines for drafting clear and accurate notes
- The documentations lapses and oversights that plaintiff lawyers look for
- Why effective communication among the health care team is an important driver in patient safety improvements
- Strategies and best practices for reducing and avoiding liability

Plus! As part of the day you will participate in an interactive hands-on documentation and charting workshop. This is a unique opportunity to work through case studies with your peers. You will leave with practical tips you can put to work right away in your organization.

REGISTER NOW BY VISITING WWW.OSGOODEPD.CA, CALLING 416.597.9724 OR 1.888.923.3394, EMAILING OPD-REGISTRATION@OSGOODE.YORKU.CA OR FAXING 416.597.9736

Chair
Mélanie de Wit, Borden Ladner Gervais LLP
Lee Lenkinski, Borden Ladner Gervais LLP

Faculty
Philip B. Abbink, Cavalluzzo Shilton McIntyre Cornish LLP
Michael B. Fraleigh, Fogler Rubinoff LLP
Dr. Deborah Tregunno, Associate Professor, School of Nursing Queen’s University

“I LOVED ALL THE INTERACTION WITH THE AUDIENCE. A VERY LIVELY, HELPFUL DISCUSSION.”

“THIS INFORMATION WILL DEFINITELY IMPROVE MY DOCUMENTATION.”

“EXCELLENT EVIDENCE-BASED EXAMPLES.”
8:30-9:00  
Registration and Continental Breakfast

9:00-9:05  
Introduction and Opening Remarks from the Chairs  
Mélanie de Wit, Borden Ladner Gervais LLP  
Lee Lenkinski, Borden Ladner Gervais LLP

9:05-10:15  
Documentation and Charting – Best Practices and Current Trends  
Mélanie de Wit, Borden Ladner Gervais LLP  
Lee Lenkinski, Borden Ladner Gervais LLP

Creating and dealing with documentation is an integral part of nursing procedure. Accurate charting is a key to facilitating patient care. However, the quality of recorded information can be used to defend or prosecute a nurse in a medical malpractice lawsuit.

• Why is documentation so important?  
• The use of documentation in legal actions  
• The types of relevant documents in civil proceedings  
• The CNO standards  
• Common pitfalls  
• Best practices  
• Electronic documents and other hot topics, including:  
  - disclosure  
  - confidentiality  
  - long-term care  
  - patient safety

10:15-10:30  
Refreshment Break

10:30-11:30  
The Patient’s Perspective: What Every Good Plaintiff’s Lawyer Looks For  
Michael B. Fraleigh, Fogler Rubinoff LLP

• What plaintiffs’ lawyers look for in assessing a case  
• Documentation lapses and oversights – most common errors seen  
• The inferences and conclusions drawn from these lapses and oversights  
• Case review – what can we learn from past cases?

11:30-12:30  
Documentation Challenges in Inquests, CNO and Labour Proceedings  
Philip B. Abbink, Cavalluzzo Shilton McIntyre Cornish LLP

• Common documentation challenges in legal forums such as:  
  - inquests  
  - labour proceedings including human rights complaints  
  - CNO proceedings  
• Recommendations for best practices  
• Case analysis - what can we learn from past cases?

12:30-1:15  
Luncheon

1:15-2:30  
Hands-On Documentation Workshop: Exploring Strengths and Weaknesses in Documentation and the Legal Implications  
Mélanie de Wit, Borden Ladner Gervais LLP  
Lee Lenkinski, Borden Ladner Gervais LLP

Good documentation is often a key factor in responding effectively to allegations of negligence and/or professional misconduct. Using specific case examples and working in small groups, you will learn:

• Why documentation is so important – a demonstration  
• The types of documents where errors are seen  
• How to record information accurately and effectively  
• Practical tips and guidance for drafting clear and accurate notes  
• The typical problem areas in charting - case examples

2:30-2:45  
Refreshment Break

2:45-3:30  
De-Brief and Questions/Discussion

In this wrap-up session, you will review the key issues/questions from the day and what lessons can be taken away. You will walk away with a fistful of strategies and best practices on how to tackle these issues in your specific organization. There will be plenty of opportunity for questions.

3:30-4:15  
Effective Communication – Safe Outcomes  
Dr. Deborah Tregunno, Associate Professor, School of Nursing, Queen’s University

Documentation and charting are important tools which reflect and record the communication of information relevant to providing timely and appropriate care.

Effective communication among members of the health care team is an important driver of improvements in patient safety.

• Why do we document/chart?  
• What is the standard of practice around charting?  
• What are the various ways that a patient’s chart is used?  
  - communication tool  
  - prevention of errors  
• Effective best practices to ensure you are meeting your obligations

4:15  
Course Concludes
What past attendees of OsgoodePD’s Nursing programs have said:

“EXCELLENT COURSE FOR RN OR CLINICAL STAFF ON THE IMPORTANCE OF DOCUMENTATION.”

“ALL NURSES SHOULD GO THROUGH A SESSION LIKE THIS.”

“AMAZING DAY WITH GREAT OPPORTUNITY FOR QUESTIONS.”

“EXCELLENT, INFORMATIVE, CURRENT, EMPOWERING AND INTERESTING – EVERY NURSE NEEDS TO KNOW AND HEAR AGAIN AND AGAIN.”

“EXTREMELY APPLICABLE TO THE NURSING PROFESSIONAL. VERY USEFUL AND INFORMATIVE CONFERENCE.”

Fee Per Delegate

$525 plus 13% HST for a total of $593.25.

Fees include attendance, program materials, continental breakfast, lunch and break refreshments. Group discounts are available. Visit www.osgoodepd.ca for details.

Please inquire about financial assistance.

Date & Time

Thursday, December 4, 2014
9:00 a.m. - 4:15 p.m.

Please arrive a half hour early for sign-in and material pick-up.

Dress is business casual.

Location

Osgoode Professional Development
Downtown Toronto Conference Centre
1 Dundas St. W., 26th Floor
Toronto, ON M5G 1Z3

Program Changes

We will make every effort to present the program as advertised, but it may be necessary to change the date, location, speakers or content with little or no notice. In the event of program cancellation, York University’s and Osgoode Hall Law School’s liability is limited to reimbursement of paid fees.

Cancellations and Substitutions

Substitution of registrants is permitted at any time. If you are unable to find a substitute, a full refund (less $75 administration fee) is available if a cancellation request is received in writing 5 days prior to the program date. No other refund is available.

For information about program eligibility for CPD/MCLE credits, please email cpd@osgoode.yorku.ca.