

AFCNA Documentation Pack

Contents List



3. Documentation Pack

(\$75 for AFCNA members and \$150 all others. Free to *Foundation of Faith Community Nursing* students)

3a. Documenting Faith Community Nursing (11 page booklet)

The booklet discusses the use of the 48 editable document templates in the *Documentation Pack* which were written for FCNs. Please note there are only 5 essential documents the rest are provided to support various aspects of the FCN role. Their use is discussed in full during the *Foundations of Faith Community Nursing* course and students get the three packs free as part of their course fee.

3b Documentation templates

3.1 Essential Client Records (9 documents)

Essential documents that cover the nursing process marked with * (All are editable)

- Authorisation for Release of Medical Information to Faith Community Nurse*
- Authorisation to Release Information from Faith Community Health Record to Third Party*
- Client Nursing Assessment Record (V1)*
- Client Nursing Assessment Record (V2)* -
- Client Nursing Care Plan*
- Client Progress Note*
- Client Medication Information
- Faith Community Nurse Client Summary
- Program name > Participant Record

3.2 Reporting Data of Activities (9 documents)

Forms used to collect data to maintain accountable FCN practice

- FCN Visit Record
- FCN Phone Call Record
- FCN Monthly Report v1
- FCN Monthly Report v2
- FCN Vehicle Travel Log
- FCN Generic Screening Data Collection
- Client Blood Pressure Monitoring Record
- FCN Workshop/Seminar Evaluation
- FCN Workshop/Seminar Record

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3.3 FCN Resource and Referral (4 documents)

- FCN Referral Register
- Community Health and Care Services
- Health and Pastoral Care Resource Form
- Visiting Your Doctor

3.4 FCN Education and Health Promotion (4 documents)

- Church Health Needs Survey
- FCN Yearly Program Planner
- FCN Education Planner
- 7 step program evaluation planning checklist

3.5 FCN Volunteer Administration (10 documents)

- (Sample) Volunteer Agreement
- (Sample) Volunteer Position Description
- Volunteer Personal Details Form
- Volunteer Personal Record Summary
- Volunteer Driver Form
- FCN Volunteer Activity Record
- FCN Request to Provide Assistance
- Health and Pastoral Care Monthly Activity Record
- Sample XXXX Church Camp Form
- Church Directory Form

3.6 Quality Management Documents for the FCN (3 documents)

- FCN Privacy Audit Checklist
- FCN Incident Report Form
- FCN Quality Improvement Register

3.7 Church Work Health and Safety (9 documents)

- Faith Community Hazard Identification Checklist (v1) - risk assessment checklist
- Sample Risk Assessment Checklist (v2)- simple safety/risk assessment checklist
- Church Risk Assessment Matrix (v1) - editable MS Excel risk matrix and risk register
- Hazard Observation and Correction Form (v2) - risk matrix and risk register
- Activity Risk Assessment Tool
- Acknowledgment of complaint letter- proforma that meets grievance procedure standards
- Complaint Register Form
- <...XXXX...> Church Safety Rules (editable) - sample 'Work, Health and Safety' "rules" for display in church.
- First Aid Attendants and Emergency Numbers (editable Sign)