



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Maintain Current Records According To The Scientific Nursing Process Training

Health Sciences and Social Services / Curative Health

Unit Standard 120170 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips healthcare professionals with the skills to maintain accurate, current records in accordance with the scientific nursing process. It ensures compliance with legal and ethical standards while promoting effective patient care through systematic documentation.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	120170
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the scientific nursing process to document patient care accurately and comprehensively.
- Analyze patient data to identify trends and update records accordingly.
- Evaluate the completeness and currency of nursing records against legal and professional standards.
- Implement corrective actions to rectify discrepancies in patient records.
- Demonstrate ethical and confidential handling of patient information in record maintenance.
- Design a systematic approach to ensure records reflect the current patient status and interventions.

WHO SHOULD ATTEND

- Registered nurses, enrolled nurses, and nursing auxiliaries working in clinical settings who are responsible for patient record-keeping.

COURSE OUTLINE

Day 1: Foundations of the Scientific Nursing Process and Record Keeping

- Overview of the scientific nursing process: definition and phases.
- Legal framework for nursing records: SAQA, SANC, and POPI Act requirements.
- Principles of accurate, objective, and timely documentation.
- Types of nursing records: patient charts, care plans, progress notes (SOAPIE format).
- Practical exercise: Documenting a patient assessment using SOAPIE.
- Common pitfalls in record keeping: omissions, subjective language, and corrections.
- Ethical considerations: confidentiality and patient consent.

Day 2: Advanced Record Maintenance and Quality Assurance

- Updating records based on reassessment and changes in patient condition.
- Integrating the nursing process into daily documentation workflows.
- Quality assurance: auditing records for compliance and accuracy.
- Electronic health records (EHR): advantages, challenges, and best practices.
- Case study: Reviewing and correcting a sample patient record.
- Role-play: Handover communication using SBAR (Situation, Background, Assessment, Recommendation).
- Developing a personal action plan for maintaining current records.
- Assessment: Practical documentation exercise and peer review.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 11,300.00	R 11,300.00
1	In-House	R 14,700.00	R 14,700.00
1	On-Campus (Pretoria)	R 17,000.00	R 17,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	25 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
26 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa
26 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
26 Aug 2026	27 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
01 Sep 2026	02 Sep 2026	On-Campus	London, UK
01 Sep 2026	02 Sep 2026	On-Campus	Bangkok, Thailand

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 120170) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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