

The Two-Minute Record

A Guide to Record keeping for Alexander Teachers

Being registered with the Complementary and Natural Healthcare Council requires you to keep records. This, however, need not be an onerous requirement. After the initial lesson, you should normally be able to keep a lesson record which is adequate for regulatory purposes in less than two minutes.

Your record of the first lesson should include:

- 1) name and contact details
- 2) reasons for taking lessons
- 3) other relevant information (including any relevant medical history)
- 4) a record that the learner:
 - a. consents for you to use your hands
 - b. understands that you are a teacher not a therapist, that you are not qualified to make medical diagnoses and that you advise them to consult their doctor about any medical issues that concern them
 - c. understands your fee structure and policy for cancellation fees.

You might find it helpful to ask the learner to sign a consent form as a record of 4).

Records of subsequent lessons could include:

- 1) significant changes reported by learner subsequent to the previous lesson
- 2) what you do in the lesson, if it departs from normal activities
- 3) significant learning outcomes
- 4) problems arising or matters to be carried over to the next lesson
- 5) any clinical symptoms reported by the learner or observed by you *which you think may be relevant to whether or how you should continue teaching them*
- 6) any potentially problematic issues arising around attendance, payment of fees, cancellation fees etc.

You could obviously write an essay on some of the above. But you only need to make a very brief record under each heading, and only if there is something to say. A sample record form is included below to give some indication of how much you may need to record.

NOTES:

It is important to remember that the learner has a legal right to ask to see your records, and you need to bear this in mind whilst making them.

You can keep records on paper or on a computer. In either case, you must ensure that the records are secure and that no unauthorised persons have access to them.

The CNHC Code of Conduct says that each record should be dated and signed. The CNHC have subsequently made it clear that records kept on computers do not have to be signed. We are presently discussing with CNHC about the signing of individual paper records, which is appropriate for situations in which more than one person may be making a record, but arguably not for people in individual practice. However for the present it will be advisable to sign your full name after the first record, put your initials in brackets and then simply initial remaining records.

You can use abbreviations and shorthand in your records, so long as you can make a suitable glossary available if required.

You may if you wish keep more detailed records for yourself. These would prove useful for research or for generating case studies. And you could include more detailed notes in your CPD profile.

LESSON RECORD - _____

Lesson No.	Date and initials	Notes
1.		<i>First lesson, full details and observations:</i>
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		