

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Management

Title	Handle Staff Accidents or Injuries
Code	106162L4
Range	This unit of competency is applicable to employees working in the elderly care service industry who provide nursing care. This competency involves the ability of analysis and making judgment. Employees are required to provide proper injury management, handle accidents and offer support according to the severity of the incident and relevant guidelines of the institution, so as to put accidents and injuries under control.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff accidents or incidents</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the guidelines of the institution regarding staff accidents and injuries • Understand categories and causes of common staff accidents or injuries, such as: <ul style="list-style-type: none"> ○ Falls, compression injuries, electric shock, fire, burns, cuts ○ Injuries caused by operation of machines ○ Traffic accidents ○ Injuries due to lifting heavy objects, lifting elderlies and other heavy manual labour • Understand common accidents in workflow of the elderly care service industry and their causes • Understand methods to handle and prevent accidents or injuries common among staff members of the industry, such as <ul style="list-style-type: none"> ○ First aid procedures ○ Safety management system ○ Reporting mechanism for occupational injuries ○ Occupational health and safety plan ○ Personal protection equipment • Understand emergency measures when handling accidents within the institution, such as <ul style="list-style-type: none"> ○ Fire service facilities and locations of first aid kits ○ Emergency escape route ○ Guidelines on handling workplace violence <p>2. Handle staff accidents or injuries</p> <p>Be able to</p> <ul style="list-style-type: none"> • Collect relevant information and analyse the severity and immediate risks of the accident or injury; handle properly according to guidelines of the institution regarding staff accident or injuries, including <ul style="list-style-type: none"> ○ Provide first aid care ○ Prompt internal management, such as report to supervisor-in-charge ○ Send the injured to hospital ○ Report to police ○ Notify relevant government departments ○ Emergency evacuation • Report to supervisor according to prescribed reporting mechanism/workflow to ensure the case is followed up properly; report to insurance company according to policies of the institution

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	<ul style="list-style-type: none"> • Document records of accidents or occupational injuries and store them securely • Review the process of handling staff accidents or injuries; make proper suggestions <p>3. Exhibit professionalism</p> <p style="padding-left: 20px;">Be able to</p> <ul style="list-style-type: none"> • Always put personal safety in the first place when handling staff accidents or injuries
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to analyse the severity and immediate risks of the accident or injury; handle properly and follow relevant procedures according to guidelines of the institution regarding staff accident or injuries; and • Ability to report staff accidents and injuries to supervisor and document them properly.
Remark	