

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

Functional Area - Management

Title	Apply Ordinances and Codes of Practice
Code	106164L5
Range	This unit of competency is applicable to all employees in the elderly care service industry. This competency involves the ability of critical analysis and reorganization of information. Employees are required to apply and follow the ordinances applicable to the industry and adhere to codes of practice of the institution, in order to protect the interest of institution .
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the relevant ordinances in elderly care service industry and the codes of practice of the institution</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the background of institution • Understand the ordinances and regulations in Hong Kong applicable to elderly care service, such as: <ul style="list-style-type: none"> ○ Service Quality Standards (SQSs) and Criteria ○ Hospitals, Nursing Homes and Maternity Homes Registration Ordinance ○ Code of Practice for Private Hospitals, Nursing Homes and Maternity Homes Registration Ordinance ○ Residential Care Homes (Elderly Persons) Ordinance ○ Code of Practice for the Residential Care Homes (Elderly Persons) ○ Employment Ordinance ○ Mandatory Provident Fund Scheme Ordinance ○ Personal Data (Privacy) Ordinance ○ Minimum Wage Ordinance ○ Social Workers Registration Ordinance ○ Mental Health Ordinance ○ Occupational Safety and Health Ordinance ○ Prevention of Bribery Ordinance ○ Waste Disposal Ordinance by Environmental Protection Department • Understand the codes and rules of the institution, such as: <ul style="list-style-type: none"> ○ Guidelines on daily operation ○ staff's code of practice ○ Procedures on handling complaints ○ Guidelines on environmental safety. <p>2. Comply with and apply ordinances and practice guidelines</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Apply and comply with ordinances relevant to the elderly care service industry and follow guidelines of the institution in daily routine work <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the importance of lawful operation to the institution and the impacts on its service.
Assessment Criteria	The integrated outcome requirement of this Unit of Competency is:

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	<ul style="list-style-type: none">• Ability to apply and comply with the ordinances relevant to elderly care service industry; follow guidelines of the institution in daily routine work, in order to protect the interest of institution and service users.
Remark	