

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

Unit of Competency is applicable across different functional areas

Title	Provide Training to Clinical Care workers
Code	106220L4
Range	This Unit of Competency is applicable to employees in the elderly care service industry who provide training to other workers. This Competency involves abilities to analyse and judge relevant information. Employees are required to analyse the professional knowledge and skills necessary for the workers to provide clinical care, and arrange training for the workers according to the staff training scheme of the institution for clinical care, in order to improve their skills.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff training</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the clinical care worker training scheme of the institution • Understand the objectives and importance of providing staff training schemes, such as : <ul style="list-style-type: none"> ○ Improve workers' skills in terms of clinical care ○ Enhance elderlies' health conditions and quality of care ○ Enhance service quality and image of the institution • Understand the range of clinical care training, such as: <ul style="list-style-type: none"> ○ Infection control ○ General care procedures, such as assisting the distribution and provision of medications. ○ Special care procedures, such as taking electrocardiograms and ways to care for wounds • Understand staff's knowledge on clinical care, their skills and training requirement • Understand the range of clinical care services provided by the institution and its future development • Understand the knowledge and skills required to provide clinical care worker training • Understand indicators for assessing the effectiveness of staff training, such as: <ul style="list-style-type: none"> ○ Number of staff trained ○ Examining the performance of staff ○ Opinions from staff • Understand the recognized institutions or the qualified professionals that provide training in the community <p>2. Provide staff training for clinical care</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Identify an appropriate training mode and direction according to the degree of knowledge and skills of in-service staff in terms of clinical care • Formulate training modules and order of training according to the range of clinical care services provided by the institution, future development and training scheme • Formulate training timetable, and arrange the priority of staff receiving training, according to their work arrangement and needs • Prepare for clinical care worker training scheme, including: <ul style="list-style-type: none"> ○ Plan clinical care training with concrete content ○ Choose the appropriate training mode, for example, classroom lesson, practical workshop, field work

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

Unit of Competency is applicable across different functional areas

	<ul style="list-style-type: none"> ○ Arrange professional personnel as trainer, and recognized training institutes to provide staff training ● Document clearly the executed training scheme, including: <ul style="list-style-type: none"> ○ Collect written or verbal feedbacks from staff and trainers ○ Document the details and expenses of activities ○ File the record properly <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Ensure that the training content meets the practical requirements and is useful for enhancing service quality of the staff ● Formulate the content of curriculum based on three aspects: knowledge, skills and attitude ● Promote the spirit of continuing education and lifelong learning
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to provide relevant training schemes according to the training needs of staff in terms of clinical care, in order to enhance care skills of staff, and ● Ability to monitor the execution of training process, accurately record it and file the document.
Remark	