

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

Unit of Competency is applicable across different functional areas

Title	Formulate Staff Training on Clinical Care
Code	106228L5
Range	This Unit of Competency is applicable to employees in the elderly care service industry who are responsible for human resource management. This Competency involves the ability to critically analyse and integrate relevant information. Employees are required to analyse the available resources in the department and determine the need of staff training and development, in order to formulate relevant staff training scheme, to enhance staff's knowledge and skills in providing relevant services, and to ensure the provision of appropriate care to elderlies for elevation of service standard.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on clinical staff training</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the relevant theories in Human Resource Management • Understand the available resources in the department, including: <ul style="list-style-type: none"> ○ Availability of funding ○ Time ○ Availability of space and venue ○ Relevant professional knowledge and skills. • Understand the scope of clinical nursing care training, such as: <ul style="list-style-type: none"> ○ Infection control ○ General nursing care procedures, such as offering assistance to administer medications. ○ Special nursing care procedures, such as operating an electrocardiogram machine and wound care. • Understand the scope of clinical nursing care services provided by the institution and future development of such services • Understand staff's knowledge and skills on clinical nursing care, and the training they need • Understand the relevant information to be collected for training purpose and how to collect it, such as: <ul style="list-style-type: none"> ○ Assessment of work performance ○ Staff's opinions ○ Opinions from elderlies and their families. • Understand the recognized institutions or qualified professionals who provide relevant training in the community <p>2. Design staff training scheme for clinical nursing care</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Assess the knowledge level of in-service staff on clinical nursing care in order to choose appropriate training mode and direction when formulating staff training scheme • Analyse the competence level of in-service staff on clinical nursing care according to the scope of the institution's clinical nursing care service and possible future development, take note of any training areas that need strengthening, in order to determine the required training modules, which employees need to be trained, and their order of priority for training.

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	<ul style="list-style-type: none"> • When designing staff training programme, invite healthcare professionals to be instructors or solicit service from recognized training providers so that staff can acquire the most relevant knowledge and skills • Formulate indicators for assessing the effectiveness of staff training in order to ensure staff acquire knowledge and skills as expected, and to set a benchmark for future relevant training. These markers include: <ul style="list-style-type: none"> ○ Number of staff trained ○ Improvement in staff performance ○ Opinions from staff. • Formulate an evaluation mechanism to review the training programme, to ensure effectiveness and that objectives have been achieved • Document the training programme properly to facilitate evaluation and follow-up actions in the future <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Ensure the training programme helps enhance the clinical nursing care skills and quality of service provided by the staff
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to formulate staff training programme according to the training needs in providing clinical nursing care services, the scope of clinical nursing care service of the institutions and any possible future development; • Ability to provide recognized professional knowledge and skill training to staff so as to enhance the quality of their clinical nursing care service; and • Ability to regularly evaluate and assess the effectiveness of the training programme and to make improvement if necessary.
Remark	