

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

Functional Area - Clinical Care

Title	Assist the Elderly Persons in Their Personal Hygiene and Personal Care
Code	110780L2
Range	This Unit of Competency is applicable to practitioners who provide basic community personal care services in the elderly care service industry. The application requires performing a range of tasks in predictable and structured working environments, and its execution requires understanding abilities and interpretation skills. Practitioners should be able to assist the elderly persons in personal hygiene and personal care according to the organization's guidelines and procedures, in order to meet their basic needs and improve their quality of life.
Level	2
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the personal hygiene and personal care for the elderly persons</p> <ul style="list-style-type: none"> <li>• Understand the responsibilities and roles of staff engaged in the personal care for elderly persons</li> <li>• Understand the organization's guidelines and procedures for managing the elderly's personal hygiene and personal care</li> <li>• Understand the basic knowledge on the personal hygiene and personal care for elderly persons, such as: <ul style="list-style-type: none"> <li>○ Body cleaning and bathing</li> <li>○ Dressing and changing</li> <li>○ Kempt appearance</li> <li>○ Skin care</li> <li>○ Toileting, incontinence care</li> <li>○ Assist in eating and feeding</li> <li>○ Escort skills, etc.</li> </ul> </li> <li>• Understand the methods to identify the elderly's physical condition and needs, such as: <ul style="list-style-type: none"> <li>○ Elderly persons with poor mobility</li> <li>○ Elderly persons with dementia, etc.</li> </ul> </li> <li>• Understand the methods to identify the skills and techniques to assist the elderly persons in managing personal hygiene and personal care, such as: <ul style="list-style-type: none"> <li>○ Execute in different working environments, such as: the corresponding measures in Day Care Centres for the Elderly, homes, etc.</li> <li>○ Assist different cases, such as: skills for the elderly persons with poor mobility, dementia, etc.</li> <li>○ Methods of use of common equipment and auxiliary tools</li> <li>○ Participation and the role of carers</li> <li>○ Precautions, such as: providing simple and clear instructions to the elderly, washing and scrubbing lightly when bathing, etc.</li> </ul> </li> <li>• Understand the relevant knowledge on occupational safety and health, such as: physical labor, infection control, etc.</li> <li>• Understand how the medical professionals state the content and requirements of the elderly's personal care plans</li> <li>• Understand the extent to which the carer could participate and provide assistance</li> <li>• Understand the organization's privacy policy</li> </ul> <p>2. Assist the elderly persons in personal hygiene and personal care</p> <ul style="list-style-type: none"> <li>• Understand the elderly's needs for assistance and basic care, such as: <ul style="list-style-type: none"> <li>○ Mobility, ability to swallow, degree of incontinence</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Skin conditions, such as: cracks, rash, etc.</li> <li>○ Personal preference, etc.</li> <li>● Consider the safety of relevant procedures before execution, to ensure the elderly's safety, such as: <ul style="list-style-type: none"> <li>○ Ensure that appropriate assistance can be provided, and seek assistance as needed</li> <li>○ Consider the risks that related procedures may bring, and take adequate safety measures, etc.</li> </ul> </li> <li>● Cooperate and assist in the elderly's personal hygiene and personal care, according to the organization's guidelines and procedures and the contents of their personal care plan developed by medical professionals, such as: <ul style="list-style-type: none"> <li>○ Prepare suitable attire and wear personal protective equipment as needed</li> <li>○ Prepare the necessary equipment and tools</li> <li>○ Prepare the environment, such as: removing obstacles, adjusting the room temperature and airflow, playing music that the elderly likes, etc.</li> <li>○ Explain the steps to be taken with the elderly/carer in order to obtain their cooperation</li> <li>○ Ensure the safety of the process and comply with the therapist's instructions</li> <li>○ Use the correct methods of transferring, supporting and feeding</li> <li>○ Correctly use equipment and auxiliary tools, such as: armrests, shower chairs, commodes, walking frames, special tableware, etc.</li> <li>○ Appropriate skin care or nail trimming, if skin rashes occur, apply ointment and use cotton clothes as instructed by the doctor</li> <li>○ If the elderly is suspected to be unwell, immediately suspend the nursing procedures and report the situation in order to ensure the elderly's safety, etc.</li> </ul> </li> <li>● Record relevant information after completing the relevant procedures, such as: <ul style="list-style-type: none"> <li>○ Date and time</li> <li>○ The elderly's condition before and after care</li> <li>○ Emergency incidents, accidents, etc.</li> </ul> </li> <li>● Observe the oral and dental conditions of the elderly, and assess if the dentures are damaged and suitable, and immediately report to medical professionals if problems arise</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Assist the elderly persons in their personal hygiene and personal care, ensure their safety and hygiene, and protect their personal privacy</li> <li>● Attend to the elderly's daily needs and maintain a kempt appearance for their dignity</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Able to comply with the organization's guidelines and procedures for managing the elderly's personal hygiene and personal care, and the content and requirements by the medical professionals on their personal care plan, in order to meet their basic needs and improve their quality of life.</li> </ul>
Remark	