

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

Functional Area - Clinical Care

Title	Coordinate Emergency Care
Code	110790L5
Range	This Unit of Competency is applicable to practitioners who manage critical care in the elderly care service industry. The application requires the demonstration of in-depth expertise or theoretical knowledge in a range of technical, professional or managerial working environments, and its execution requires careful thinking, critical analysis and decision-making skills. Practitioners should be able to coordinate emergency care work, allocate manpower, and arrange materials, according to the organization's emergency care guidelines and notification mechanism, as well as relevant legal requirements, in order to ensure the effectiveness of emergency care work.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on emergency care</p> <ul style="list-style-type: none"> • Understand the organization's procedural guidelines and standards for executing emergency care • Understand the organization's notification mechanism • Understand the contents of the Hong Kong laws, Chapter 509A "Occupation Safety and Health Regulation", Part VI, First Aid at Workplaces, such as: <ul style="list-style-type: none"> ○ Requirements for first aid facilities and qualifications of first aiders at workplaces ○ Requirements for managing first aid supplies ○ Requirements for the number of recognized first aiders, etc. • Understand the number of staff and service users, types of services, common accidents and elderly emergencies in the community and at home, etc. • Understand the professional knowledge, attitudes and behaviors when performing emergency care, such as: <ul style="list-style-type: none"> ○ Infection control measures, such as: personal protective equipment, use of bag valve masks with filters, etc. ○ Keep in touch with relevant academic institutions and professional bodies to obtain the latest information on training and emergency care procedures ○ Ensure continuous learning of relevant emergency care knowledge so that the information and skills are up to date, etc. <p>2. Coordinate emergency care</p> <ul style="list-style-type: none"> • Manage and arrange the work of relevant staff according to the organization's emergency care guidelines and notification system, as well as the requirements of relevant laws and regulations, such as: <ul style="list-style-type: none"> ○ Ensure that the staff who provide emergency care have recognized qualifications, such as: Pre-Hospital Trauma Life Support, or Basic Life Support, and Automatic External Defibrillator Operation, etc. ○ Arrange the staff who have received relevant emergency care training to be responsible for the home care of elderly persons with special care ○ Coordinate and execute home care staff and organization support service staff to manage emergencies, such as: <ul style="list-style-type: none"> ▪ On-site emergency treatment ▪ Report to seniors ▪ Call for ambulance ▪ Notify family members

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	<ul style="list-style-type: none"> ▪ Emergency escort ▪ Records and reports, etc. ○ Arrange training related to emergency care, such as: nursing procedures and guidelines, emergency drills, infection control, etc. ○ Update the relevant records of the staff who have received training to ensure that there are enough working staff with approved first aid qualifications ○ Arrange the staff to be responsible for the management of first aid supplies stored in the organization and accompanying nursing staff, etc. • Purchase, provide adequate and appropriately manage the emergency care supplies, according to the number of people within the organization, service types and standards, as well as the requirements of relevant laws and regulations, such as: <ul style="list-style-type: none"> ○ Estimate the quantity and types of required materials according to the elderly's common accidents and emergency care situations ○ Ensure that emergency care items and supplies have CE marks ○ Arrange a suitable storage place for emergency care supplies ○ Regularly check the storage capacity and expiration date of first aid kits and supplies ○ Post fire escape diagrams at conspicuous places, and list the locations of the first aid kit and the location of the automatic external defibrillator used for cardiopulmonary resuscitation ○ Purchase materials that meet the requirements of infection control, such as: personal protective equipment, waste boxes for managing medical waste from emergency care, etc. • Appropriately use relevant emergency care documents for the records to facilitate monitoring, such as: <ul style="list-style-type: none"> ○ First aid equipment record sheet ○ Injury/sick incident records, etc. • Hold emergency drills to collect staff opinions on emergency care guidelines and division of labor, and strengthen their awareness and efficiency of emergency care • Arrange supervision and assessments to ensure that the staff understand the emergency care procedures and guidelines • When accidents or emergencies occur, immediately manage and arrange the staff to work in different positions • Regularly review the effectiveness of emergency care measures executed and suggest improvements accordingly <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the organization's emergency care guidelines and notification mechanisms, and coordinate emergency care work to meet the requirements of the relevant legislations • When an accident or emergency occurs, manage the situation calmly, allocate manpower and arrange supplies, in order to ensure the effectiveness of emergency care
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to execute the organization's emergency care guidelines and notification mechanism, as well as relevant legal requirements, allocate and coordinate manpower, arrange and manage materials, and efficiently coordinate emergency care work; and • Able to prepare documents for the records, and regularly review the effectiveness of the executed emergency care measures.
Remark	