

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

Functional Area - Management

Title	Manage the Elderly's Medical Records
Code	110832L3
Range	This Unit of Competency is applicable to practitioners who provide nursing, rehabilitation and administrative services in the elderly care service industry. The application requires performing a broad range of tasks in familiar and some unfamiliar working environments, and its execution requires analytical skills. Practitioners should be able to collect and organize the elderly's medical records, according to the organization's procedures, in order to ensure that all records are complete, helpful for assessing their service needs, as well as appropriately store their medical records and respect their personal privacy.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the elderly's medical records and data management</p> <ul style="list-style-type: none"> • Understand the scope of the elderly's medical records, such as: <ul style="list-style-type: none"> ○ Medication records ○ Nursing records ○ Discharge records ○ Medical history ○ Referral letter ○ Follow-up consultation slip ○ Health assessments, such as: the elderly's health and home care assessment forms, health checklists, etc. • Understand the organization's guidelines and procedures on information management • Understand the "Personal Data (Privacy) Ordinance" • Understand the relevant service quality standards of regulatory agencies • Understand the templates of the elderly's personal health and medical record issued by the Department of Health • Understand the basic knowledge and processing procedures on data collection, storage, access and disposal, etc. <p>2. Manage the elderly's medical records</p> <ul style="list-style-type: none"> • Collect the elderly's medical records, according to the organization's procedures, verify their personal information • Sort and organize the medical records that have been verified • Store medical records in safe places, such as: a locked locker, to ensure that only those who need to know can access it • Register the storage of the elderly's medical records on the established form, such as: the quantity of records collected, verification procedures, date of storage, etc. • Clearly explain the importance of confidentiality to the staff • Supervise the staff's execution and management of the elderly's medical records • Explain the confidentiality requirements, mechanisms and rights to the elderly persons and their family members • Obtained informed consent from the elderly persons or their family members when requesting for their medical records • During emergencies, the elderly's medical records can be directly delivered to the relevant medical organization, and register the transfer records on the relevant form • Comply with the "Personal Data (Privacy) Ordinance" when processing personal data

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	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Strictly comply with the organization's procedures for the management of medical records• Respect and protect the elderly's privacy
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Able to appropriately collect, verify and manage the elderly's medical records, according to the organization's procedures and relevant laws; and• Able to ensure the confidentiality of the elderly's medical records, in order to protect their privacy.
Remark	