<div align="center">**Specification of Competency Standards**
for the Elderly Care Service Industry
Unit of Competency</div>

Functional Area - Management

Title	Compile Work Injury Reports
Code	110840L4
Range	This Unit of Competency is applicable to practitioners who provide crisis management planning in the elderly care service industry.The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills.Practitioners should be able to compile accurate work injury reports, according to the organization's procedures and guidelines and the understanding on the staff's condition and severity of their work injuries, in order to submit relevant reports to the senior/supervisor for follow-up and documentation purposes according to the organization's reporting mechanism.
Level	4
Credit	1 （For Reference Only）

Competency	Performance Requirements
	1. Relevant knowledge on compiling work injury reports
	
	• Understand the organization's guidelines on handling staff accidents or injuries on duty, occupational safety and health regulations, and reporting mechanisms
	• Understand the skills of collecting detailed information on work injuries, such as:
	   o Date and time of injury
	   o Injury location; inside the unit/center or field locations
	   o Causes of injuries/factors leading to the injuries
	   o Nature of the injuries, burns, crush, sprains, etc.
	   o Immediate treatment after the injuries
	   o Conditions after the treatment, etc.
	• Understand the procedures and importance of accurately preparing and submitting work injury reports, such as:
	   o Protect the staff's rights, such as: work injury leaves, compensation amount, medical expenses, etc.
	   o Ensure the normal operation of the organization, such as: the need to deploy staff due to another's work injury, etc.
	• Understand the skills to maintain good communication
	• Understand the clerical skills of accurate and detailed records
	• Understand the laws of Hong Kong related to the staff's work injuries, such as: "Employees' Compensation Ordinance", etc.
	
	2. Compile work injury reports
	
	• Compile work injury reports according to the organization's regulations, guidelines and mechanisms
	• Utilize different methods to collect detailed information of injured staff at the workplace/during working hours, such as:
	   o Direct description by the injured staff
	   o Relevant information provided by staff who witnessed the incident
	   o Details provided by service users who witnessed the incident
	   o If the situation permits; visit the site of the incident, inspect the surrounding environment, search for information related to the work injury, etc.
	• Organize and summarize the collected information, truthfully and accurately fill in the organization's work injury report forms
	• Submit the completed work injury report and other related documents to the senior/supervisor within the established time limit, such as: the doctor's certificate, so that they can follow-up, appropriately record and store the information

Functional Area - Management

	3. Exhibit professionalism • Maintain an objective and fair attitude while collecting staff work injury information and compiling reports • Comply with the relevant laws and regulations when preparing work injury reports • Understand the importance of accurate preparation of work injury reports on the staff's rights and operation of the organization
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: • Able to accurately compile work injury reports, according to the organization's codes of practices and guidelines, and the staff's work-related injuries; and • Able to submit work injury reports to the senior/supervisor for follow-up and documentation purposes, according to the organization's work injury reporting mechanism, in order to protect the rights and interests of the staff and the organization.
Remark	