

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

Functional Area - Home and Community Care

Title	Comply with Professional Ethics and the Code of Practice
Code	110872L1
Range	This Unit of Competency is applicable to practitioners who provide home support services in the elderly care service industry. The application requires performing routine and repetitive tasks in clearly defined and highly structured working environments, and its execution requires knowledge and understanding abilities. Practitioners should be able to understand the meaning of the organization's code of practice and professional ethics, strictly comply with and execute them in the daily working environment, in order to maintain the organization's service quality.
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on professional ethics and the code of practice</p> <ul style="list-style-type: none"> • Understand the meaning of professional ethics, such as: <ul style="list-style-type: none"> ○ Dedication to their duties and comply with the reasonable work arrangements by the senior/supervisor ○ Work seriously to maintain and improve the service quality ○ Comply with the organization's guidelines and code of practice ○ Not accepting any personal benefits or bribery ○ Maintaining polite and honest attitudes • Understand the organization's code of practice, such as: <ul style="list-style-type: none"> ○ Relevant rules for commuting to and getting of work, such as: weekly hours, duty roster schedules, applying for sick leave, etc. ○ Wear staff badges at work ○ Dress neatly or in uniform at work ○ Resignation arrangements, etc. • Understand the importance of observing professional ethics and the code of practice to the organization and its service • Understand the law and regulations related to professional ethics and the code of practice, such as: "Prevention of Bribery Ordinance" and "Employment Ordinance", etc. <p>2. Comply with professional ethics and the code of practice</p> <ul style="list-style-type: none"> • Personal behavior conforms to professional ethics, strictly comply with the organization's code of practice, and apply it to daily work, such as; <ul style="list-style-type: none"> ○ Able to be equal, fair and active, cooperate with the overall service operations, and assist the organization's service development ○ Help other staff to improve the morale at work ○ Under any circumstances, do not commit actions that may harm the interests of the organization, etc. • Comply with relevant laws and regulations • Immediately seek assistance from the senior/supervisor when unsure about professional ethics while providing service • Raise questions, inquiries or comments about the compliance with the code of practice to the senior/supervisor, so that they can make consultations and adjustments accordingly <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">Understand the importance of professional ethics and the code of practice, and strictly comply with and execute them in the daily working environment
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: <ul style="list-style-type: none">Able to understand and comply with the organization's code of practice and professional ethics, and maintain the organization's service quality.
Remark	