

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

Functional Area - Gerontechnology

Title	Develop and Monitor Security Measures for Electronic Data
Code	110884L5
Range	This Unit of Competency is applicable to practitioners who are responsible for the management of electronic health records 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 develop and monitor security measures for electronic data to protect the elderly's privacy according to the organization's guidelines, refer to the common security risks of electronic data, and analyze the organization's operations.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on developing and monitoring security measures for electronic data</p> <ul style="list-style-type: none"> <li>• Understand the principles of monitoring security measures for electronic data, such as: <ul style="list-style-type: none"> <li>○ Security policies and measures must be based on information system security objectives, such as: confidentiality, integrity and availability, etc.</li> <li>○ Adopt a risk-based approach</li> <li>○ Information security covers prevention, detection, response and recovery measures</li> <li>○ Protective measures when processing, transmitting and storing data</li> <li>○ The external system is assumed to be unsafe</li> <li>○ Backup critical information or systems</li> <li>○ Information security must incorporate audit and accountability elements</li> <li>○ Possess the principle of continuous improvement, etc.</li> </ul> </li> <li>• Understand the organization's partners that monitor security measures for electronic data</li> <li>• Understand the organization's threats due to the monitoring of electronic data, such as: <ul style="list-style-type: none"> <li>○ Unauthorized browsing, access or possession of electronic health records, resulting in the leakage of the elderly's important personal information</li> <li>○ Malicious software intrusion, etc.</li> </ul> </li> <li>• Understand the procedures of the organization's electronic data operation</li> <li>• Understand the information and personnel involved in the organization's electronic data</li> </ul> <p>2. Develop and monitor security measures for electronic data</p> <ul style="list-style-type: none"> <li>• Develop and monitor security measures for electronic data according to the organization's policies, such as: <ul style="list-style-type: none"> <li>○ Set access restrictions of electronic data by ranks</li> <li>○ Set up records of access actions for review and inspection</li> <li>○ Develop data review and encryption guidelines to prevent unauthorized access, especially to protect important personal data, such as: Hong Kong ID card number, date of birth and address, etc.</li> <li>○ Develop a central personal data general index for identification, to ensure that the uploaded electronic health records are accurately linked to the relevant elderly persons</li> <li>○ Regularly review the elderly's electronic medical records/electronic medical record system to correct any security violations or security loopholes</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Establish staff responsibilities for monitoring security measures for electronic data</li> <li>○ Develop procedures and documents for data registration, admission and withdrawal by the elderly persons</li> <li>○ Develop guidelines for accessing specially restricted electronic health records, with the elderly's additional consent</li> <li>○ Develop guidelines for restricting the download of electronic health records</li> <li>○ Develop general electronic data security reminders and guidelines for reference materials, such as:             <ul style="list-style-type: none"> <li>▪ Backup and store the backup safely</li> <li>▪ Activate the firewall to protect the computer or networks, etc.</li> </ul> </li> <li>○ Develop guidelines for handling electronic data security incidents, etc.</li> <li>● Monitor and review the effectiveness of the security measures for electronic data, update the security measure guidelines, and perform improvements accordingly</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Analyze the security risks of electronic data and the organization operations, develop and monitor security measures for electronic data</li> <li>● Ensure that the security measures for electronic data are clear and specific, and that the staff strictly executes them to protect the elderly's privacy</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 analyze the security risks of electronic data and develop security measures for electronic data for the organization; and</li> <li>● Able to regularly monitor and review the effectiveness, and update security measures for electronic data to protect the elderly's privacy.</li> </ul>
Remark	