

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

Functional Area - Common

Title	Assist the Elderly Persons with Special Care Needs in Their Personal Hygiene and Personal Care
Code	110904L3
Range	This Unit of Competency is applicable to practitioners who provide community care 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 assist the elderly persons with special care needs in their personal hygiene and personal care, according to the organization's guidelines and the elderly's special care needs, in order to improve their quality of life.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the elderly's personal hygiene and personal care</p> <ul style="list-style-type: none"> <li>• Understand the organization's staff responsibilities and roles on the personal hygiene and personal care for the elderly persons with special care needs</li> <li>• Understand the organization's procedures and guidelines for assisting the elderly persons with special care needs in their personal hygiene and personal care</li> <li>• Understand the methods to apply the knowledge of the personal hygiene and personal care for the elderly persons with special care needs, such as: <ul style="list-style-type: none"> <li>○ Body cleaning and bathing</li> <li>○ Dressing and changing</li> <li>○ Grooming</li> <li>○ Oral and dental care</li> <li>○ Skin care</li> <li>○ Toileting, incontinence care</li> <li>○ Assist in eating and techniques for feeding</li> <li>○ Techniques for escorting, etc.</li> </ul> </li> <li>• Understand the methods to determine the conditions of elderly persons with special care needs, such as: <ul style="list-style-type: none"> <li>○ Patients with dementia</li> <li>○ Patients with terminal illness</li> <li>○ Patients with stoma or equipped with external medical equipment, etc.</li> </ul> </li> <li>• Understand the methods and techniques to assist elderly persons with special care needs in their personal hygiene and personal care, such as: <ul style="list-style-type: none"> <li>○ Measures corresponding to different home environments</li> <li>○ Communication and handling methods corresponding to different physical and mental conditions</li> <li>○ Methods of use of various equipment and auxiliary tools</li> <li>○ The participation and role of carers, etc.</li> </ul> </li> <li>• Understand the methods to utilize the medical professional's content and requirements of the elderly's personal care plans</li> <li>• Understand the extent to which the carer could participate and provide assistance</li> <li>• Understand the organization's privacy policy</li> </ul> <p>2. Assist the elderly persons with special care needs in their personal hygiene and personal care</p> <ul style="list-style-type: none"> <li>• Inspect the elderly's assistance and special care needs, such as: <ul style="list-style-type: none"> <li>○ Mobility of various parts of the body</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Physical and mental condition</li> <li>○ Skin condition</li> <li>○ Swallowing ability</li> <li>○ Level of incontinence</li> <li>○ Special protection for stomas, wounds, intubations, implanted devices, etc.</li> <li>○ Personal preferences, etc.</li> <li>● Determine the safety of related procedures before execution, such as: <ul style="list-style-type: none"> <li>○ Utilize auxiliary aids and tools or coordinate the carer’s assistance as needed to ensure that the appropriate assistance can be provided</li> <li>○ Consider the risks that related procedures may bring, and take adequate safety measures, etc.</li> </ul> </li> <li>● Cooperate and assist in the elderly’s personal hygiene and personal care, according to the organization’s procedures and guidelines, and the contents of the elderly’s personal care plan designed by medical professionals, such as: <ul style="list-style-type: none"> <li>○ Prepare suitable attire and wear personal protective equipment as needed</li> <li>○ Prepare suitable equipment and tools and needed</li> <li>○ Remove obstacles to provide a suitable and safe environment</li> <li>○ Explain the procedures with the elderly persons/carers in order to obtain their cooperation</li> <li>○ Use the correct transfer, support and feeding techniques</li> <li>○ Appropriately stabilize and protect special locations and devices</li> <li>○ Correctly use equipment and tools, such as: toilet chairs, wash basins, bathing supplies, wound protection equipment, etc.</li> <li>○ Pay attention to the elderly’s physical, mental and emotional changes, make appropriate amendments as necessary, and report to medical professionals</li> <li>○ Inspect the elderly’s skin conditions, treat appropriately and report to medical professionals if skin abnormalities are found</li> </ul> </li> <li>● Appropriately describe the situation and process before and after completing the treatment</li> <li>● In cases of crisis, emergencies or accidents, immediately report and handle the situation according to the guidelines</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Attend to the elderly’s special care needs, safety and effectively assist in their personal hygiene, and keep their appearance clean and tidy</li> <li>● Respect the elderly’s personal wishes and protect their privacy, in order to protect their dignity</li> <li>● Pay attention to the elderly’s reactions during their special care process, handle and report them in a timely manner</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 effectively assist the elderly persons with special care needs in their personal hygiene and personal care, according to the organization’s procedures and guidelines, and the contents of the elderly’s personal care plan designed by medical professionals, in order to improve their quality of life.</li> </ul>
Remark	<p>Practitioners who perform this UoC must first complete the UoC on “Assist the Elderly Persons in Their Personal Hygiene and Personal Care”</p>