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

Functional Area - Common

Title	Develop Guidelines for the Prevention of Missing Elderly Persons
Code	110920L5
Range	This Unit of Competency is applicable to practitioners who provide frontline service 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 guidelines for the prevention of missing elderly persons according to the different conditions of the services provided by the organization and the integration and analysis of information on the understanding of various diseases.
Level	5
Credit	3 （For Reference Only）

Competency	Performance Requirements
	1. Relevant knowledge on the prevention of missing elderly persons
	
	• Understand the methods to establish policies and practice manual on preventing missing elderly persons
	• Understand the methods to integrate knowledge on dementia or other diseases into the guidelines on missing elderly persons
	• Understand the industry's latest solutions, resources and limitations on preventing missing elderly persons
	• Understand the methods to assist the staff in executing the professional attitudes and behaviors that should be established when preventing missing elderly persons, such as:
	    o Respect the elderly and staff, do not accuse or criticize
	    o Stay calm when analyzing and handling incidents
	    o Be empathetic, actively attend to the emotions of the elderly's family members and staff, etc.
	• Understand the methods to integrate and construct relevant information on missing elderly persons as a template for developing guidelines, such as:
	    o Common reasons for why they wander around
	    o Common causative factors of why they get lost
	    o Preventive measures
	    o Related community resources, etc.
	
	2. Develop guidelines for the prevention of missing elderly persons
	
	• Develop an effective assessment mechanism to identify the elderly persons who at risk of or are frequently getting lost, such as:
	    o Stage of dementia
	    o Wandering habits
	    o Previous missing incidents
	    o Relationships with their carers
	    o Living habits and needs, etc.
	• Develop job responsibilities/scope for different positions for handling the elderly persons at risk of getting lost, such as:
	    o Carers actively attend to the elderly's physical, mental and social conditions, understand their severity of dementia, hold regular case meetings according to the guidelines, and communicate closely with different professionals and carers to assess the elderly's needs to develop treatment plans accordingly

Functional Area - Common

	○ Medical professionals develop preventive measures according to the risk of the elderly, and guide the execution of these measures by the frontline and nursing staff ○ Frontline and nursing staff attend to the elderly's emotions and behaviors, observe and meet their basic needs, and report their conditions to the senior/supervisor as needed, etc. • Develop plans and specific measures to prevent missing elderly persons, including: education for the staff and the elderly persons themselves, such as: ○ Build correct attitudes of the staff when handling missing elderly persons ○ Educate the elderly persons to inform their needs to their carers ○ Educate the staff the skills to guide the elderly in recognizing and expressing their own needs ○ Design personalized activities according to the needs and reasons of the missing elderly persons ○ Design the environment to help the elderly familiarize with it, such as: pictures, texts and other aids, etc. ○ Make good use of electronic devices to prevent missing elderly persons, such as: missing alarms, motion detection doorbells, etc. ○ Help the elderly persons establish regular biological clocks and improve their sense of security ○ Have the elderly persons at risk of getting lost wear bracelets with names and contact numbers ○ Use resources related to the prevention of missing elderly persons, etc. • Develop staff training plans to ensure they understand and comply with the content of the guidelines and their responsibilities • Establish mechanisms to regularly review the content of the guidelines, the conditions and effectiveness of their execution, and improve them accordingly 3. Exhibit professionalism • Ensure that the guidelines and mechanisms on the prevention of missing elderly persons are developed according to the organization's different service policies • Regularly assess and improve the guidelines and mechanisms according to the changes in the society and the elderly's needs
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: • Able to understand the organization's service policy on preventing missing elderly persons, analyze and integrate the information to develop policies, and user-friendly, specific and executable guidelines to prevent missing elderly persons; and • Able to regularly review the execution and effectiveness of the guidelines, and suggest improvements accordingly.
Remark	