

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

Functional Area - Common

Title	Help the Elderly Persons Collect, View and Monitor Electronic Health Records
Code	110932L3
Range	This Unit of Competency is applicable to practitioners who provide electronic health records 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 help the elderly persons collect, view and monitor electronic health records, according to relevant guidelines and procedures, in order to improve their health management abilities.
Level	3
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on helping the elderly persons collect, view and monitor electronic health records</p> <ul style="list-style-type: none"> • Understand and identify the elderly persons that require help with collecting, viewing and monitoring electronic health records • Understand the procedures for collecting, viewing and monitoring electronic health records • Understand the different situations when help is required for collecting, viewing and monitoring electronic health records, such as: <ul style="list-style-type: none"> ○ Immediately view the results after measurements by various medical equipment ○ Visiting the center to view when necessary ○ During the regular meetings with medical staff, etc. • Understand the procedures to help in collecting, viewing and monitoring electronic health records • Understand the items and equipment that collect electronic health records, such as: <ul style="list-style-type: none"> ○ Computers connected to health measurement equipment, such as: <ul style="list-style-type: none"> ▪ Sphygmomanometer ▪ BMI measurement equipment to measure the average health value of height and weight ▪ Clinical thermometer, etc. ○ Health smart card ○ Health record book ○ Questionnaires on the elderly's quality of health ○ Personal privacy data transfer form, etc. • Understand how the health is displayed in the electronic health records • Understand whether the electronic health record has reached normal levels, such as: <ul style="list-style-type: none"> ○ Blood pressure levels and whether to regularly take blood pressure medications ○ The weight in pounds, and compare their weight over a time period to identify sharp increase or decrease ○ Body temperature ○ Glycemic index, etc. • Understand the communication methods and appropriate attitudes when assessing with the carers, such as: <ul style="list-style-type: none"> ○ Observe carefully ○ Listen patiently ○ Earnest attitudes ○ Explain clearly, etc. • Understand the "Personal Data (Privacy) Ordinance"

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	<p>2. Help the elderly persons collect, view and monitor electronic health records</p> <ul style="list-style-type: none"> • Help the elderly persons view and monitor electronic health records, according to the organization's plans, such as: <ul style="list-style-type: none"> ○ Identify qualified personnel eligible to view the records based on the elderly center's staff card ○ Guide the elderly persons to the e-health stations to undertake e-health measurements ○ Help the elderly persons view their health records ○ Monitor electronic health records and identify abnormalities, etc. ○ Help the elderly persons with special needs view their electronic health records, such as: the elderly persons must verify their identity with the health records at the center before entering the hospital or meeting the doctor, help them access the records and print out a copy • Regularly arrange medical groups to meet with the elderly persons to view electronic health records, such as: <ul style="list-style-type: none"> ○ Medical staff who distribute health record reports ○ Assist medical organizations to check and monitor for abnormalities in the elderly's health records, etc. • Comply with the "Personal Data (Privacy) Ordinance" when processing personal data <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Carefully monitor the elderly's electronic health records, and help them understand their health conditions while helping them collect, view and monitor electronic health records • Protect and respect the elderly's privacy regarding their electronic health records and physical conditions • Attend to the elderly's physical condition and provide encouragement and support
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to comply with the organization's guidelines on helping the elderly persons collect and view electronic health records; and • Able to correctly identify the normal levels of various health records, help the elderly persons monitor their electronic health records, and improve their health management abilities.
Remark	