

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

Functional Area - Common

Title	Execute Electronic Health Record Projects
Code	110935L4
Range	This Unit of Competency is applicable to practitioners who provide management of electronic health records in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to manage electronic health records according to the organization's data collection and analysis process, in order to improve the elderly's health management abilities.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on executing electronic health record projects</p> <ul style="list-style-type: none"> • Understand the sources that assist in accessing and monitoring electronic health records, such as: <ul style="list-style-type: none"> ○ Questionnaires on the elderly's quality of health ○ Elderly's electronic health report after each measurement, etc. • Understand the partnerships that assist in the measurement, collection and analysis of the projects, such as: <ul style="list-style-type: none"> ○ Elderly Housing Association: first line safety bell and electronic health management services ○ Jockey Club Institute Ageing of the Chinese University of Hong Kong, such as: "Jockey Club Community eHealth Care Project", etc. • Understand the process of managing electronic health records • Understand the facilities and documents for issuing electronic health records, such as: <ul style="list-style-type: none"> ○ Computers connected to health measurement equipment ○ Personal health record books ○ Regular personal health reports, etc. • Understand the analysis reports of electronic health record • Understand and analyze the content of electronic health records, such as: <ul style="list-style-type: none"> ○ From data measuring the elderly's health, such as: <ul style="list-style-type: none"> ▪ Blood pressure ▪ BMI ▪ Body temperature ▪ Glycemic index, etc. ○ From the questionnaires on the elderly's quality of health, such as: <ul style="list-style-type: none"> ▪ Oral health ▪ Hearing, vision ▪ Mental health ▪ Self-assessment of symptoms, such as: urine and bowel symptoms, etc. ▪ Instrumental activities of daily living, such as: making phone calls, shopping, etc. • Understand the purpose of managing electronic health records, such as: <ul style="list-style-type: none"> ○ Early identification of the high-risk elderly persons ○ Improve the elderly's awareness on health management ○ The basis for the execution of the elderly's activities, etc. • Understand the privacy and security measures involved in the management of electronic health records • Understand the cooperation with executive staff on providing elderly services

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	<p>2. Execute electronic health record projects</p> <ul style="list-style-type: none"> • Execute the following management measures, according to the elderly's quality of health records, such as: <ul style="list-style-type: none"> ○ Assist the elderly persons to execute their electronic health record plans, such as: "Jockey Club Community eHealth Care Project" ○ When discovering abnormal data on the elderly's electronic health records; notify the elderly/carer, check the elderly's physical conditions, and follow-up accordingly ○ Regularly compile reports on the elderly's electronic health records and analysis results, explain the report to the elderly persons, and recommend follow-ups to their health management ○ Identify the elderly's potential health problems through analyzing their electronic health records, such as: risk of chronic diseases, falls, oral diseases, etc., so that the staff of community care and support services can plan targeted activities and services based on the relevant data • Organize and summarize the collected information, truthfully and accurately fill in the organization's work injury report forms • Submit the completed work injury report and other related documents to the senior/supervisor within the established time limit, such as: the doctor's certificate, so that they can follow-up, appropriately record and store the information <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Manage electronic health records according to the privacy and security measures • Follow-up the abnormal data, and assist the elderly persons in improving their health management abilities
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to manage electronic health records within a predetermined period of time, according to the organization's guidelines, in order to improve the elderly's health.
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