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

Functional Area - Common

Title	Develop Electronic Health Record Programs
Code	110943L5
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 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 electronic record programs to improve the elderly's health management abilities.
Level	5
Credit	2 （For Reference Only）

Competency	Performance Requirements
	1. Relevant knowledge on developing electronic health record programs
	
	• Understand the organization's concept, background and goals on electronic health record programs, such as:
	    o Early identification of high-risk elderly persons
	    o Improve the elderly's awareness on health management
	    o The basis for executing targeted elderly activities, etc.
	• Understand the funding and partners of electronic health record programs, such as:
	    o Elderly Housing Association: first line safety bell and electronic health management services, assists in the collection, monitoring and distribution of the elderly's personal electronic health records data
	    o Jockey Club Institute Ageing of the Chinese University of Hong Kong, such as: "Jockey Club Community eHealth Care Project", assists in the collection, analysis and distribution of big data analysis
	• Understand the main target groups of the electronic health record programs, such as:
	    o Elderly persons with high cholesterol, high blood pressure, high blood sugar are prioritized, etc.
	• Understand the number, location and time limit of electronic health record programs
	• Understand the staff quantities, responsibilities and training involved in the electronic health records
	• Understand the facilities and materials of electronic health record programs
	• Understand the privacy and security measures involved in managing electronic health records
	
	2. Develop electronic health record programs
	
	• Develop electronic health record programs based on the organization's services
	• Specify the cooperation details with funding agencies and partners
	• Develop staff training content and occupation guidelines
	• Specify the scope of the health measurement on electronic health record programs, such as:
	    o Blood pressure
	    o Blood glucose levels
	    o BMI level, etc.
	• Develop the promotion strategies for electronic health record programs
	• Develop the operating procedures of electronic health record programs
	• Specify the main services of the electronic health record programs according to different goals, such as:

Functional Area - Common

	○ The procedures for the collection, monitoring and distribution of electronic health record data ○ The time limit for the management of electronic health records, such as: ▪ Personal data must be collected, monitored and followed-up immediately ▪ Personal data must be analyzed, monitored and released monthly ▪ Analyze and release big data annually, as the basis or targeted activities, etc. ○ Improve the awareness on health management, such as: ▪ Encourage the daily measurement of blood sugar, blood pressure, etc. ▪ Hold monthly meetings with nurses, etc. ○ Early identification of high-risk elderly persons, such as: ▪ Provide immediate support to the elderly persons with high cholesterol, high blood pressure and high glucose levels, etc. ○ Help the elderly persons to establish social networks, such as: ▪ Make friends with similar needs within the center, etc. ○ Perform elderly community care services at their homes, such as: ▪ Educate the elderly persons on the importance of health management, relieve family pressure, and improve the family member's sense of security for attending for the elderly persons, etc. ○ Promote targeted activities, such as: ▪ Provide cognitive training activities for elderly persons with mild dementia, according to the obtained data on health measurements, etc. - Develop the schedule of the electronic health record program - Develop the job nature and responsibilities of the staff that executes electronic health records, such as: ○ Welfare workers responsible for monitoring abnormal data ○ Nurses responsible for following-up the elderly's health ○ Social workers responsible for executing targeted activities, etc. - Specify the privacy and security measures for electronic health records - Develop the financial budget of the electronic health record program 3. Exhibit professionalism - Able to effectively develop electronic health record plans together with funding agencies and partners - Able to consider the operation and management conditions to ensure the smooth execution of the planned program
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: - Able to develop electronic health record programs according to the organization's service standards, in order to improve the elderly's health management abilities; and - Able to identify user needs, complete the plan within the budget schedule and resources, and conduct appropriate assessments.
Remark	