

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

Functional Area - Common

Title	Assist in the Rental and Retrieval of Gerontechnology
Code	110946L2
Range	This Unit of Competency is applicable to frontline practitioners responsible for the management of gerontechnology in the elderly care service industry. The application requires performing a range of tasks in predictable and structured working environments, and its execution requires understanding abilities and interpretation skills. Practitioners should be able to properly rent and retrieve gerontechnology according to the organization's procedures and guidelines, and preserve the complete records.
Level	2
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the rental and retrieval of gerontechnology</p> <ul style="list-style-type: none"> • Understand the organization's procedures and guidelines on the rental and retrieval of gerontechnology • Understand the information about the gerontechnology equipment available for rent by the organization, such as: <ul style="list-style-type: none"> ○ Type ○ Model ○ Equipment and accessories ○ Operation manual ○ Price ○ Rental period ○ Rental eligibility ○ Methods of equipment coding and labeling, etc. • Understand the basic methods of operation and inspection of gerontechnology, such as: <ul style="list-style-type: none"> ○ Power on and off ○ Methods to connect to the power supply and its accessories, etc. • Understand the methods used by organizations to record the rental and retrieval of gerontechnology, such as: <ul style="list-style-type: none"> ○ Rental forms and storage methods for the clients to fill out ○ Equipment list ○ The required operation methods if the equipment involves the use of electronic records, etc. • Understand the organization's guidelines on collecting the charges, such as: <ul style="list-style-type: none"> ○ Count with the client ○ Deposit money ○ Provide the payment receipt, etc. <p>2. Assist in the rental and retrieval of gerontechnology</p> <ul style="list-style-type: none"> • Comply with the organization's guidelines to execute procedures for renting out gerontechnology, such as: <ul style="list-style-type: none"> ○ Record the client's information ○ Check the information to ensure the client's eligibility ○ Confirm that the requested equipment is available for rent ○ Explain the rental rules, price, rental period, overdue fines and compensation for damages, etc. ○ Confirm that the client has received training on the use of the equipment by qualified personnel

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	<ul style="list-style-type: none"> ○ Inspect the conditions of the equipment and its accessories with the client ○ Preserve the organization and the client's rental proof of payment and receipts ○ Document the relevant rental records, etc. ● Retrieve the rented gerontechnology according to the organization's guidelines, such as: <ul style="list-style-type: none"> ○ Retrieve the rental records to verify the information on the client and borrowed equipment ○ Inspect the condition of the equipment its accessories with the client ○ Confirm whether overdue fines need to be levied ○ If the equipment is found to be damaged; report to the senior and explain the compensation mechanisms to the client ○ Issue receipts and document the relevant rental records, etc. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Comply with the organization's procedures and guidelines for renting and retrieving gerontechnology, and ensure the normal operation of the equipment ● Ensure that there are complete records for the rental and retrieval of equipment
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Able to appropriately perform the rental and retrieval of the gerontechnology according to the organization's procedures and guidelines, as well as the information on the available rental equipment, and preserve the complete and relevant rental and retrieval records.
Remark	