

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

Functional Area - Clinical Care

Title	Formulate First-Aid Guidelines
Code	106084L5
Range	This Unit of Competency is applicable to employees in elderly care service industry who are responsible for management of clinical care. This Competency involves the ability of critical analysis, re-organization and integration of the relevant information. Employees are required to understand the service nature of the institution and relevant regulations, integrate standardized procedures and the latest guidelines that are relevant to first-aid, and, by analysis and integration, formulate the best first-aid guidelines, in order to protect the safety of patients and others.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on first aid</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the service nature of the institution and its policies on performing first aid • Understand the definition, objectives and principle of first aid • Understand the professional knowledge, attitude, and code of conduct required when providing first aid, including <ul style="list-style-type: none"> ○ Professional knowledge on first aid and the standard recognized by the relevant organizations ○ Keep in touch with relevant first aid organizations, in order to acquire the latest information on training and first aid methods ○ Continuously pursue relevant first aid knowledge to ensure it is up to date ○ Keep in possession and renew the relevant first aid certificates to fulfil qualification requirements recognized by the institution and the industry • Understand the content of the Law of Hong Kong Chapter 509A Occupational Safety and Health Regulation Part VI First Aid At Workplaces, including <ul style="list-style-type: none"> ○ Requirement of the first aid facilities and the qualification of the first-aiders in workplaces ○ Requirement on management of first aid equipment ○ Required number of qualified first-aiders. • Understand all the relevant first aid procedures and the latest methods, and use them as the blueprint for the formulation of guidelines <p>2. Formulate first aid guideline</p> <p>Be able to</p> <ul style="list-style-type: none"> • Analyse the service nature of the institution, relevant regulations and standard first aid procedures and the latest guidelines, in order to formulate feasible first aid guideline and arrange manpower • Draft first aid guidelines for various accident and emergency conditions according to first aid knowledge, including <ul style="list-style-type: none"> ○ Procedures to assess the actual environment for providing first aid care ○ Procedures to assess victims under safe circumstances ○ How to judge the condition of the victims and the severity of their injury or medical illness ○ Lay down appropriate procedures to enhance survival rate of victims, prevent their condition from worsening and promote their recovery ○ Call ambulance and admit victims to hospital if necessary

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	<ul style="list-style-type: none"> • Formulate the first aid procedures and works to be performed by staff at various work positions and duties, such as: <ul style="list-style-type: none"> ○ When frontline staff notice someone is injured or is in shock or syncope after an accident, inform the person-in-charge on duty or report to supervisors immediately ○ If there is no staff with first aid qualification on the spot of accident, provide initial management, such as comfort the victim and stop bleeding, so as to prevent victims' condition from worsening ○ person-in-charge on duty should arrange manpower to call ambulance when needed and evacuate service users • Formulate guidelines on management of first aid supplies and facilities to ensure there is enough usable first aid supplies and they are easy to access, such as: <ul style="list-style-type: none"> ○ Locations of the first aid kits are marked on the emergency exit map ○ List of staff members responsible for managing the first aid kits and the timetable for checking the kits in order to ensure all supplies in the kits are available and within expiry dates ○ Guidelines on replenishing supplies in the first aid kits • Formulate awareness training on the first aid guidelines to ensure that all staff members understand the objectives, content and their relevant duties in the guideline, and are able to follow them strictly • Monitor the implementation of the first aid guidelines, such as: <ul style="list-style-type: none"> ○ Review the emergency care report ○ Site visit ○ Interview the staff • Review the content of the guidelines regularly, and update it if necessary. <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Ensure staff members help perform first aid procedures strictly according to the guidelines, so as to enhance the efficiency of the first aid service • Ensure the content of the first aid guidelines is evaluated and updated according to the changes in medical technology and the latest techniques • Ensure the first aid guidelines formulated fulfils the relevant legal requirements
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to formulate feasible first aid guidelines according to the service nature of the institution, relevant regulations and relevant first aid standards; • Ability to formulate training regarding the first aid guidelines, in order to ensure that staff can help perform first aid procedures according to the content of the guidelines; and • Ability to monitor the implementation of first-aid guidelines and update the content accordingly.
Remark	