

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

Functional Area - Management

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| Title | Manage Medical Records of Elderlies |
| Code | 106147L3 |
| Range | This unit of competency is applicable to employees in the elderly care service industry who provide nursing, rehabilitation and administrative services. This competency involves the ability to make judgment. Employees are required to store and sort elderlies' medical records according to the procedures of the institution, so as to ensure all records are complete and kept confidential, protecting elderlies' personal privacy. |
| Level | 3 |
| Credit | 2 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Relevant knowledge on elderlies' medical records and data management</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand different types of elderlies' medical records, such as: <ul style="list-style-type: none"> ○ Drug records ○ Resident nursing records ○ Hospital discharge records ○ Records of medical history ○ Referral letters ○ Medical Examination Forms for Residents in Residential Care Homes for the Elderly (Code of Practice for Residential Care homes (Elderly Persons) Annex 11.5) ○ Letter of follow-up medical appointments. • Understand the guidelines and procedures of the institution regarding data management • Understand the Personal Data (Privacy) Ordinance • Understand the service quality standards set by regulatory authorities • Understand personal health and medical record template for elderlies as issued by the Department of Health • Understand the basic knowledge on collection, storage, access and destruction of data <p>2. Manage medical records for elderlies</p> <p>Be able to</p> <ul style="list-style-type: none"> • Classify and sort medical records according to the procedures laid down by the institution • Store medical records in a safe place, such as a locked cabinet, ensuring that only authorized personnel have access to a key • Educate staff about the importance of privacy and confidentiality • Monitor how elderlies' medical records are managed by staff • Explain to elderlies and their families the requirement, mechanisms and their rights regarding data privacy • Seek elderlies' consent before asking for their medical records or providing such records to others • In case of emergency, provide medical records directly to relevant medical institution <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Strictly follow the procedures of the institution regarding medical record management • Respect and protect the personal privacy of elderlies |

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| Assessment Criteria | The integrated outcome requirements of this Unit of Competency are: <ul style="list-style-type: none">• Ability to manage elderlies' medical records properly according to the procedures of the institution and relevant laws; and• Ability to ensure elderlies' medical records are kept confidential, and protect their privacy. |
| Remark | |