

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

Functional Area - Management

Title	Manage the Personal Data of Elderlies
Code	106148L3
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 collect and store elderlies' personal data, according to relevant procedures prescribed by the institution, to ensure that all data are kept confidential, so as to respect the personal privacy of elderlies.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on management of elderlies' personal data</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand different types of elderlies' personal data, such as: <ul style="list-style-type: none"> ○ Identification proof ○ Medical records ○ Marriage status ○ Family status ○ Financial status ○ Contact details of their families ○ Drug records ○ Nursing records. • Understand personal health and medical record template for elderlies, as issued by the Department of Health • Understand the procedures of the institution regarding data management • Understand the Personal Data (Privacy) Ordinance • Understand relevant service quality standards set by regulatory authorities • Understand the basic knowledge on collection, storage, access and destruction of data <p>2. Manage personal data for elderlies</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Store personal data appropriately according to the procedures laid down by the institution • Classify and sort medical records according to the procedures prescribed by the institution <ul style="list-style-type: none"> ○ Store medical records in a safe place, such as a locked cabinet ○ Ensure the personal privacy is protected; only authorized personnel have access to the key; avoid abuse or stealing of personal data • Educate staff about the importance of privacy • Monitor how staff manage medical records • Collect only necessary and reasonable personal data from elderlies, and seek their consent beforehand • Obtain the consent from elderlies before sending out their personal data to others • Explain to elderlies and their families the requirement, mechanisms and their rights on privacy <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p>

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	<ul style="list-style-type: none">• Strictly follow the procedures prescribed by the institution regarding elderlies' personal data management• Respect and protect the personal privacy of elderlies
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: <ul style="list-style-type: none">• Ability to store elderlies' personal data appropriately according to the procedures prescribed by the institution; and• Ability to ensure elderlies' personal data are kept confidential, and protect their privacy.
Remark	Refer to code of practice for residential care homes for elderly Annex 8.10 by Social Welfare Department.