

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

Functional Area - Management

Title	Formulate Guidelines to Handle Staff Accidents or Injuries
Code	106182L5
Range	This unit of competency is applicable to employees in the elderly care service industry who are responsible for nursing care and management tasks. This competency involves the ability of critical analysis, reorganization, assessment and integration of information. Employees are required to analyse staff's job nature and their respective risks of injuries; formulate relevant guidelines to handle accidents or injuries and emergencies, so as to ensure staff members involved in accident or injuries are handled and cared for properly.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff accidents or incidents</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand records of staff accidents or incidents in the institution • Understand different categories of general staff accidents or injuries and their causes, including <ul style="list-style-type: none"> ○ Falls, compression injuries, electric shock, fire, burn, cuts ○ Injuries due to operating machines ○ Traffic accidents ○ Injuries due to lifting heavy objects, lifting elderlies and other physical labour • Understand common accidents and their causes in elderly care service industry • Understand relevant handling procedures of common staff accidents or injuries and methods to prevent them, such as <ul style="list-style-type: none"> ○ Guidelines and emergency measures ○ First aid procedures ○ Safety management system ○ Reporting mechanism of occupational injuries ○ occupational health and safety plan ○ Personal protection equipment • Understand emergency measures in handling accidents of the institution, <ul style="list-style-type: none"> ○ Fire service facilities and locations of first aid kits ○ emergency escape routes ○ Guidelines on handling violence in the workplace. <p>2. Formulate guideline on handling staff accidents or injuries</p> <p>Be able to</p> <ul style="list-style-type: none"> • Analyse the institution's records of staff accidents or injuries, identify categories of accidents and injuries common among staff; formulate relevant guidelines and procedures on handling incidents, such as <ul style="list-style-type: none"> ○ First-aid procedures ○ Report to supervisor immediately ○ Call police or ambulance ○ Arrangement on manpower ○ Emergency evacuation ○ Referral and medical consultation ○ Insurance claims • Assess the risk of injuries of different job positions, identify high-risk group and formulate guidelines specifically for them

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	<ul style="list-style-type: none"> • Formulate staff training materials to ensure they understand the measure to handle accidents and injuries • Formulate mechanism to report accidents and injuries; ensure relevant accidents and injuries are handled timely and followed up properly • Formulate templates to document and report staff accidents and injuries; ensure they are filed and stored properly for review and analysis • Review those guidelines on handling incidents regularly and amend them when necessary, to ensure they are up-to-date <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Ensure the formulated guidelines on handling staff accidents and injuries can effectively prevent accidents
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to formulate feasible guidelines on handling staff accidents and injuries so that staff can handle and manage properly according to the guidelines when there is accident; and • Ability to formulate a reporting mechanism for workplace accidents and injuries; ensure supervisors are informed immediately; document relevant information of staff accidents and injuries properly for follow-up actions.
Remark	