

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

Unit of Competency is applicable across different functional areas

Title	Organize Personal and Daily Care Items
Code	106203L1
Range	This Unit of Competency is applicable to employees in the elderly care service industry whose daily and routine duties include providing basic personal care to elderlies. Employees should be able to organize elderlies' personal and daily care items according to the procedures and guidelines of the institution in order to keep them neat and tidy.
Level	1
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge related to organizing elderlies' personal and daily care items</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the scope and level of service provided by the institution with respect to organizing elderlies' personal and daily care items such as clothing, daily necessities, decorations, walking aids and diapers • Understand the guidelines, procedures and quality standards laid down by the institution when it comes to handling elderlies' personal and daily care items • Understand the preferences of each elderly in terms of organizing their personal items, such as his/her favourite order and positions of placing various items • Understand different ways to organize personal items according to special needs of different elderlies such as: <ul style="list-style-type: none"> ○ Those with dementia ○ Post-stroke survivors ○ Those with disabilities • Understand the guidelines and workflow laid down by the institution with respect to handling elderlies' private properties and important items <p>2. Organizing elderlies' personal and daily care items</p> <p>Be able to</p> <ul style="list-style-type: none"> • Organize elderlies' personal and daily care items according to the procedures and guidelines of the institution including: <ul style="list-style-type: none"> ○ Reviewing the space where elderlies keep their personal belongings ○ Categorizing the items ○ Returning stray items to the owners ○ Checking the presence and the number of each item from time to time ○ Discarding items when necessary, for example, items that have passed their expiry date or broken items • Notify and seek consent from elderlies prior to organizing their personal items and do it in their presence • Seek prior consent from elderlies prior to discarding any expired, rotten or broken items • In case elderlies refuse to cooperate, explain patiently, inform their family and seek help from them • When accepting an elderly's personal and daily care items for storage, check the presence and the number of each item carefully in front of the elderly and his family and sign a receipt. Label the items with the elderly's name for identification purpose • When organizing the personal and daily care items, make adjustments according to the special condition of each elderly, such as: <ul style="list-style-type: none"> ○ Placing frequently used items at a reachable spot for post-stroke elderlies

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

Unit of Competency is applicable across different functional areas

	<ul style="list-style-type: none"> ○ For those with dementia, organizing their items in a manner that is easy to navigate, and labelling the spots where items are stored with words or pictures for their easy retrieval • Notify supervisors when the stock level of certain personal items (such as diapers) is going low so that they can be replenished • When handling valuable or important personal items, remind the elderly to keep them properly and securely, or handle them according to the guidelines of the institution <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Ensure the personal and daily care items of the elderlies are well-organized and easy to access • Organize the items and personal belongings of the elderlies while adhering strictly to professional ethics
Assessment Criteria	<p>The integrated outcome requirement of this Unit of Competency is:</p> <ul style="list-style-type: none"> • Ability to organize elderlies' personal and daily care items neatly and efficiently, according to the guidelines and procedures of the institution, and elderlies' preferences and special needs.
Remark	