

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

Unit of Competency is applicable across different functional areas

Title	Assist Elderlies to maintain Personal Hygiene and day-to-day care
Code	106205L2
Range	This Unit of Competency is applicable to employees in the elderly care service industry responsible for providing basic personal care to elderlies. This Competency applies to a daily and routine working environment where the employees are required to assist elderlies to maintain personal hygiene and day-to-day care according to the procedures and guidelines of the institution. The employees should be able to fulfil elderlies' basic needs in daily life and improve their quality of life.
Level	2
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on elderlies' personal hygiene and day-to-day care</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the procedures and guidelines of the institution regarding personal hygiene and day-to-day care of elderlies • Understand the responsibility and role of staff in providing personal care to elderlies in service centre • Understand the basic knowledge of personal hygiene and day-to-day care for elderlies, such as: <ul style="list-style-type: none"> ○ Cleaning the body ○ Putting on or taking off clothes ○ Keeping their appearance tidy ○ Skin care ○ Toilet use, incontinence care ○ Skills to help elderlies eat and to feed them ○ Skills to escort elderlies to destinations • Understand specific bodily condition and needs among the elderly, such as: <ul style="list-style-type: none"> ○ Those with dementia ○ Those with terminal illness. • Understand the methods and skills to help elderlies maintain personal hygiene and day-to-day care, such as: <ul style="list-style-type: none"> ○ Adjustment on the relevant measures according to different working environments such as in a residential care home as opposed to elderlies' own home ○ Skill to assist elderlies in different cases including those bedridden, those with frailty, or dementia ○ Proper use of common devices and assistive tools ○ Participation and role of elderlies' caregivers ○ Other points to note, such as giving simple and clear instructions to elderlies, and cleaning their skin gently because their skin is weak and prone to scratches and cuts. • Understand relevant knowledge on potential occupational hazards, for example precautions to take when performing strenuous physical work, and infection prevention • Understand what healthcare professionals require in personal care plans for elderlies in terms of content • Understand to what extent caregivers can participate and help maintain elderlies' personal hygiene and day-to-day care. • Understand the institution's personal privacy policy

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	<p>2. Assist elderlies to maintain personal hygiene and day-to-day care</p> <p>Be able to</p> <ul style="list-style-type: none"> • Master what kinds of help elderlies require and their needs for basic care, such as: <ul style="list-style-type: none"> ○ Help with mobility ○ Needs to care for skin conditions, for example, open wounds or rash ○ Personal preference on help required • Before conducting any procedure, consider the risk and ensure the safety of elderlies, such as: <ul style="list-style-type: none"> ○ Ensure proper assistance is provided and seek further help from others when necessary ○ Consider the possible risk in performing the procedures and take sufficient safety measures • According to the institution's procedures and guidelines, and the content of personal care plan as laid down by healthcare professionals, assist elderlies and work along with them to maintain their personal hygiene and day-to-day care, such as: <ul style="list-style-type: none"> ○ Prepare appropriate clothing and wear personal protective equipment when necessary ○ Prepare devices and tools if required ○ Remove obstacles along the way for elderlies; provide a suitable and safe environment for them ○ Communicate with elderlies and their caregivers; explain the steps that follow before conducting them so that they are more likely to cooperate and comply ○ Ensure the process is safe and follow the instructions and steps as prescribed by the therapist ○ Use appropriate ways to move elderlies from one place to another ○ Properly use devices and assistive tools, such as handrail and shower chair ○ If skin rashes appear, apply ointment on affected area and help elderlies put cotton clothing according to the instructions from healthcare professionals. • Document relevant information after conducting procedures, such as: <ul style="list-style-type: none"> ○ Date and time ○ Condition of the elderlies before and after procedures ○ Unexpected issues encountered or accidents <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Ensure the safety, dignity and personal privacy of elderlies when maintaining their personal hygiene and day-to-day care • Be aware of elderlies' day-to-day needs, keep their appearance tidy to uphold their dignity
Assessment Criteria	<p>The integrated outcome requirement of this Unit of Competency is:</p> <ul style="list-style-type: none"> • Ability to assist elderlies to maintain personal hygiene and day-to-day care in accordance with the procedures and guidelines of the institution and the personal care plan formulated by healthcare professionals.
Remark	