

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

Functional Area - Gerontechnology

Title	Understand and Implement Security Measures for Electronic Data
Code	110882L3
Range	This Unit of Competency is applicable to practitioners who provide electronic health records in the elderly care service industry. The application requires performing a broad range of tasks in familiar and some unfamiliar working environments, and its execution requires analytical skills. Practitioners should be able to understand and implement security measures for electronic data, according to the relevant guidelines and procedures to protect the elderly's privacy.
Level	3
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on the security measures for electronic data</p> <ul style="list-style-type: none"> • Understand the importance of security measures for electronic data in order to protect the elderly's privacy • Understand the organization's security measures for electronic data, such as: <ul style="list-style-type: none"> ○ Set access restrictions of electronic data by rank ○ Personal information of the elderly persons has been verified and encrypted, such as: <ul style="list-style-type: none"> ▪ Hong Kong Identity Card Number ▪ Date of birth and gender ▪ Medication coding, etc. ○ Other people can only access the elderly's personal information with their consent or authorization ○ To prevent data leakage, downloading of electronic health records is restricted ○ Ensure that the staff are situated in suitable environments to protect their privacy when accessing the elderly's personal information ○ The staff must not disclose any private information of the elderly persons • Understand the methods to implement security measures for electronic data, such as: <ul style="list-style-type: none"> ○ Do not open emails, attachments or hyperlinks from unknown sources ○ Change passwords regularly and use passwords that are difficult for others to guess, such as: use a strong password consisting of at least eight letters, numbers, and special symbols of different sizes ○ Regularly backup the information and store them in safe locations ○ Activate the firewall to protect the computer or network ○ Conduct regularly anti-virus scans for the computers to detect and delete malware, etc. • Understand that the staff cannot divulge in private information of the elderly persons <p>2. Understand and implement the security measures for electronic data</p> <ul style="list-style-type: none"> • Implement the security measures for electronic data according to the organization's guidelines, such as: <ul style="list-style-type: none"> ○ Be in a suitable environment when recording or processing the elderly's personal data, in order to protect their privacy ○ Explain to the elderly persons their privacy rights and the organization's security measures for electronic data ○ Obtain consent from the elderly persons before accessing their electronic data ○ The staff in charge must verify the elderly's identity before requesting access to or editing electronic data

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	<ul style="list-style-type: none"> ○ The staff can access electronic health records by rank when needed. If the action exceeds their duties, they must be approved by their senior ○ Colleagues must implement security measures for electronic data ○ In the event of an electronic data security incident; take prompt response measures according to the organization's guidelines, such as: <ul style="list-style-type: none"> ▪ Disconnect the internet connection and immediately report the incident, etc. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • When implementing security measures for electronic data, carefully comply with the guidelines and protect the elderly's privacy • Maintain good communication with the elderly persons so that they clearly understand the security measures for electronic data
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to comply with the organization's procedures and guidelines on security measures for electronic data; and • Able to strictly implement security measures for electronic data in daily operations.
Remark	