

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

Functional Area - Clinical Care

Title	Coordinate Emergency Care
Code	106085L5
Range	This Unit of Competency is applicable to employees in elderly care service industry who are responsible for management of clinical care. This Competency involves the ability of critical analysis, re-organization and integration of the relevant information. Employees are required to organize and coordinate emergency care, and deploy manpower and resources according to the first aid guidelines of the institution, relevant legal requirements and standard first aid procedures, in order to ensure the efficiency of emergency care service.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on emergency care</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the guidelines and standards of the institution regarding emergency care • Understand the content of the Law of Hong Kong Chapter 509A Occupational Safety and Health Regulation Part VI First Aid At Workplaces, including <ul style="list-style-type: none"> ○ Requirement of first aid facilities and the qualification of the first-aiders in workplaces ○ Requirement of management of first aid equipment ○ Required number of qualified first-aiders • Understand the scope of service of the institution, number of staff members, and service users, and accidents and acute diseases commonly seen in the institution • Understand the professional knowledge, attitude and code of conduct required when providing emergency care, such as: <ul style="list-style-type: none"> ○ Infection control measures, for example, personal protective equipment, and respirator mask with filter ○ Keep in touch with relevant academic organizations, in order to acquire the latest information on first aid training and first aid methods ○ Continuously pursue knowledge on emergency care to ensure it is up to date <p>2. Organize emergency care</p> <p>Be able to</p> <ul style="list-style-type: none"> • Manage and arrange the work of relevant staff according to the institution's first aid guidelines and standards, as well as relevant legal requirements, such as: <ul style="list-style-type: none"> ○ Ensure the staff who perform emergency care possesses recognized qualification. ○ Arrange relevant training on emergency care, for example, care procedures and guidelines, manual operations, infection control ○ Update the training record of staff who received training, and ensure there are sufficient staff members with recognized first aid qualification to perform emergency care ○ Instruct staff responsible for managing first aid supplies to check the first aid kits regularly, making sure all necessary items are present in the quantity required and still within expiry dates • Replenish and provide adequate emergency care supplies, according to the number of people in the institution, type and standards of service, and the relevant legal requirements, and manage supplies appropriately, such as:

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	<ul style="list-style-type: none"> ○ Estimate the amount and type of supplies needed, according to the accidents, acute diseases that are common in the institution and their emergency care conditions ○ Ensure emergency care supplies and their labels comply to legal requirements ○ Arrange a location to store the emergency care supplies ○ Display the fire evacuation map at highly visible area, and mark the location of the first aid kits ○ Replenish the supplies needed for infection control, for example, personal protective equipment, collection box for the medical wastes produced during emergency care. ● Use relevant emergency care documents properly for easy monitoring, such as: <ul style="list-style-type: none"> ○ First aid equipment record ○ Injury event record ● Hold emergency event drill, collect staff opinions on the emergency care guidelines and manpower deployment, strengthen staff's awareness and their efficiency when performing emergency care ● Arrange supervision sessions and examination to ensure that staff are familiar with emergency care procedures and guidelines ● When there is an accident or emergency condition, manage and deploy staff to work in various positions immediately ● Evaluate regularly the effectiveness of emergency care measures performed, and recommend ways to improve efficiency <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Ensure supplies used in emergency care fulfil the institution's guidelines and relevant legal requirements ● When there is an accident or emergency condition, deploy manpower calmly to work in various positions and perform their individual roles
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to perform comprehensive emergency care measures, according to the institution's first aid guidelines, standard first aid procedures and legal requirements, deploy manpower and manage resources appropriately; and ● Ability to create template documents for recording emergency care procedures, and evaluate regularly the effectiveness of care procedures performed.
Remark	