



**NATIONAL COMPETENCY STANDARD &
COMPETENCY BASED TRAINING CURRICULUM
FOR
CAREGIVER (ELDER)
NVQ Level 04**

(Competency Standard Code: N85S022)



**Developed and Validated by;
National Apprenticeship & Industrial Training Authority
971, Sri Jayawardenepura Mawatha,
Welikada,
Rajagiriya.**



**Endorsed by;
Tertiary & Vocational Education Commission
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PREFACE

National Competency Standards (NCS) and curriculum are an essential element for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualification Framework of Sri Lanka, which provides for the award of nationally recognized qualifications. The NCS are developed in consultation with industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCS specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS also describe the knowledge, skills and attitudes required in a particular occupation. NCS and curriculum provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

NCS focus on what is expected of a worker in the workplace and the curriculum focus the learning process.

- NCS stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curriculum the emphasis is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curriculum are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curriculum include all aspects of workplace performance and not only narrow task skills. NCS can serve a number of purposes including:
 - Providing advice to curriculum developers about the knowledge, skills and attitudes to be included in the curriculum.
 - Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
 - Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of NCS and curriculum is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Documents.

There is a requirement to review the standards within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards.

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National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

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National Vocational Qualifications (NVQ)

National certificate at NVQ Level (04) in the Occupation of Care Giver (Elder) will be awarded to those who are competent with all units.

Occupational Definition

Care Giver (Elder) is a person who provides holistic care for elders in home care settings/institutional settings and help elderly clients for their Activities of Daily Living (ADL), Instrumental Activities of Daily Living (IADL) and other special care needs while maintaining companionship and supporting them to enhance physical, social, mental and spiritual wellbeing.

Competency Unit:	Practice occupational health and safety measures
Unit Descriptor:	This unit covers the competencies required to implement health and safety procedures and good environmental practices in the workplace/workshop.
Unit Code:	N85S022U01
Element/Task	Performance Criteria/Standards
1. Follow workplace health and safety procedures	<p>1.1 Unsafe situations and <i>hazards</i> are reported to superior according to workplace reporting procedures</p> <p>1.2 Machinery and equipment breakdowns are reported according to workplace reporting procedures</p> <p>1.3 Oxygen cylinders, Inflammable liquids and hazardous substances are stored and handled following safety procedures</p> <p>1.4 Manual handling procedures and ergonomic parameters are followed</p> <p>1.5 Personal Protective Equipment (PPE) are worn according to organisation's requirements & manufacturer's instructions</p> <p>1.6 <i>First aid procedures</i> are performed as needed</p> <p>1.7 Daily and weekly safety & health check list are followed as per organizational requirement</p>
2. Follow workplace emergency procedures	<p>2.1 Different fire protection equipment & material and their methods of use are identified as required for different types of fires</p> <p>2.2 Emergency procedures regarding illness and accidents are followed when necessary</p> <p>2.3 Safety warning alarms and workplace evacuation procedures are identified and followed</p> <p>2.4 <i>Qualified persons</i> are identified for contacting in the event of an incident, accident or sickness of self, co-workers, staff, customers and others</p> <p>2.5 Accident and incident documentation requirements are followed according to organizational procedures</p>
3. Adhere to good environmental practices	<p>3.1 <i>Socioeconomic sensitivities</i> are identified to get the general overview of the environment</p> <p>3.2 Clean, Healthily and safe environment is maintained</p> <p>3.3 Environmental pollution issues are prevented to minimize the pollution related to the industry</p>

	3.4 Solid waste generation and management activities are identified to minimize the waste.
	3.5 Understanding of cleaner production concepts are demonstrated

Range / Context:

The work connected to this unit may take place in a workplace, and will include but not be limited to identifying potential hazards, taking effective preventive action to control or minimise such hazards, using Personal Protective Equipment (PPE), using fire extinguishers and maintaining records of safety related activities.

Elaboration of terms in performance criteria

- *Hazards* in PC 1.1 may include: Mechanical, electrical, chemical and biological hazards
- *First aid procedures* in PC 1.6 may include but not be limited to treatment of minor cuts, bruises and burns, applying bandages and tourniquets, and neutralising the effects of corrosive substances.
- *Qualified persons* in PC 2.4 may include:
 - Occupational or work health and safety representative. (safety officer)
- *Socioeconomic sensitivities* in PC 3.1 may include: Air, Water, Noise/Vibration, Sediment/soil, Energy (renewable & non-renewable), Plants, Animals, Natural habitats, Built environment (residential/business/service), organizational policies (long term/short term)

Critical aspects

The assessment must confirm that the candidate is;

- Identify potential hazards
- Adhere to health and safety procedures
- Use most appropriate machinery, equipment and tools for a task

The following tools, equipment & material are included within this unit.

- Safety signs and symbols
- Posters
- Coloured tape and paint
- Personal Protective Equipment
- First aid box with essential items
- Fire protection equipment

The performance of this unit is expected to be carried out to the following documents and standards

- Health & safety procedure manual
- Labour laws & regulations
- Factories' Ordinance No.45 of 1942 and its amendments
- National Environmental Act No 47 of 1980 (Amendment Act No56 of 1988 and Act No 53 of 2000)

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Common workplace hazards • Organization's procedures and safety check lists with regard to health and safety • Methods of minimizing health risks and preventing accidents and dangerous occurrences • Proper waste disposal methods • Faulty equipment tagging and isolation procedures - dangers of using electrical tools in wet environment • First aid • Personal Protective Equipment (PPE) for use in different situations • Identify symptoms of communicable diseases / occupational diseases • Safety signs and symbols • Unsafe actions and unsafe conditions • Safety devices • Emergency response • Awareness and sensitivity about the environment and environmental quality 	<ul style="list-style-type: none"> • Identify potential hazards in the workplace • Provide first aid when required • Use appropriate personal protective equipment • Dispose waste safely in accordance with environmental and industrial consideration

Competency Unit:	Carryout workplace communication
Unit Descriptor:	This unit covers the competencies required to communicate with customers and co-workers clearly and politely face to face, over the phone, and in writing.
Unit Code:	N85S022U02
Element/Task	Performance Criteria/Standards
1. Apply oral communication at work place	<p>1.1 <i>Oral communication methods and media</i> are used to gather and convey information and ideas to achieve work tasks as specified</p> <p>1.2 Instructions and enquiries are responded promptly and in accordance with organisational requirements</p> <p>1.3 Terminology and concepts of gerontology, geriatrics and health care are used</p>
2. Apply non-verbal communication	<p>2.1 <i>Non-verbal communication methods and media</i> are used to follows accepted industry practice or social convention</p> <p>2.2 Visual communication that is unclear or ambiguous is clarified by questioning</p>
3. Apply written communication and signage	<p>3.1 <i>Written communication methods and media</i> are used in clear and concise language to ensure the intended meaning of correspondence is understood by recipient.</p> <p>3.2 Work place documentation and correspondence are interpreted to understand their intended meaning</p> <p>3.3 Workplace documentation required to record and report are completed according to workplace procedures for quality, time and detail</p> <p>3.4 Common medical terminology is practiced appropriately in oral and written communication</p>
4. Respond positively to individual differences	<p>4.1 cultural, ethnic and gender differences are taken into consideration in all verbal and non-verbal communication</p> <p>4.2 All individuals are treated with respect, courtesy and sensitively</p> <p>4.3. Client centred approach is practiced always according to professional health care standards</p>

Range / Context:

The work connected to this unit may take place in a workplace or workshop.

Communication will include verbal, non-verbal, written, printed and electronic forms.

Elaboration of terms in performance criteria

- *Oral Communication methods and media* in PC 1.1 & 1.2 may include: phone calls, video chats, and face-to-face conversation.
- *Non-verbal communication methods and media* in PC 2.1 may include: Nonverbal communication strategies such as body language and signs
- *Written communication methods and media* in PC 3.1 may include: emails, letters, forms, records, drawings, schedules, checklists, manuals

Critical aspects

The assessment must confirm that the candidate is able to;

- obtain accurate information from customer/superior/co-workers
- convey information to relevant parties accurately
- record information accurately
- use of medical, gerontology and health care terminology and concepts

The following tools, equipment & material are included within this unit.

- Stationeries
- Relevant communication devises submitted by organization management
- Computer with internet facilities
- Medical glossary

The performance of this unit is expected to be carried out to the following documents and standards

- Charts
- Memos
- Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)
- Standard Organizational Procedures, accepted ethical standards and norms
- Formats, reports, prescriptions and monitoring tools

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Communication methods and media • Industry terminology /medical, geriatric, gerontology, health terminology • Reporting methods and formats • Industry relevant reporting procedures • Forms of address appropriate to customers and staff • Industry-relevant technology to support communication 	<ul style="list-style-type: none"> • Oral communication skills • Visual Communication Skills • Written Communication Skills • Literacy skills to identify work requirements, and to understand and process basic workplace documentation. • Use industry terminology • Apply different forms of address • Use technology to support better

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

<ul style="list-style-type: none">• Basic knowledge of new trends• Telephone etiquettes• Presentation techniques• General norms of polite conduct• Customs of different ethnic and religious groups• Basic understanding of gender issues• Showing respect to persons• Gender issues relevant to the communication	<p>communication</p> <ul style="list-style-type: none">• Good telephone skills• Presentation skills• Practices customs of different ethnic and religious groups• Customs and practices of different ethnic and religious groups
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Competency Unit:	Apply workplace literacy and numeracy
Unit Descriptor:	This unit covers the competencies required to apply identified literacy and numeracy demands in the workplace and to provide support to others
Unit Code:	N85S022U03
Element/Task	Performance Criteria/Standards
1. Identify literacy and numeracy demands of the workplace	1.1 <i>Literacy requirements of workplace</i> tasks, related documents and procedures are identified 1.2 <i>Numeracy requirements of workplace</i> tasks, documents and procedures are identified
2. Apply a range of skills that support workplace literacy and numeracy	2.1 Identified literacy requirements are applied to workplace as and when required 2.2 Identified numeracy requirements are applied to workplace as and when required

Range / Context:

The work connected to this unit may take place in a workplace / workshop.

Elaboration of terms in performance criteria

- *Literacy requirements of workplace* in PC 1.1 may include:
 - reading skills to understand written information, such as signs, work instructions, policies, procedures, legislation, specifications, checklists and reports
 - writing skills to complete or produce written texts, such as emails, checklists, work record sheets, safety or risk assessment, reports and SMS
- *Numeracy requirements of workplace* in PC 1.2 may include:
 - add, subtract, multiply and divide
 - locate information in tables, use numbers, read various scales and gauges, use calculations (such as determine weight of load, quantity)
 - measure, plan time, read and interpret tables and diagrams
 - read and interpret maps
 - record and interpret data, such as forms and checklists.

Critical aspects

The assessment must confirm that the candidate is;

- Interpret written material accurately
- Convey ideas clearly and correctly in writing
- Adopt appropriate method in mathematical calculations
- International measuring units and conversions

The following tools, equipment & material are included within this unit.

- Stationeries
- Calculator
- Computer with internet facility

The performance of this unit is expected to be carried out to the following documents and standards

- Charts
- Manuals
- Memos
- Forms (Time Record sheets, Quality record sheets, Colour codes and material order sheets)
- Accepted rules of grammar and syntax
- Fundamental principles of mathematics

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • 1 Literacy requirements of workplace • Numeracy requirements of workplace • Features of literacy and numeracy • Literacy and numeracy demands of everyday workplace tasks, documents and procedures • Benefits of literacy and numeracy skill development in the workplace • International measuring units relevant for health care and elder care • Conversion of units and their formulas 	<ul style="list-style-type: none"> • Learning skills to identify the broad literacy and numeracy skills that underpin workplace tasks • Reading skills to read routine workplace documents • Planning and organising skills to apply strategies to support workplace literacy and numeracy • Self-management skills to apply strategies to support workplace literacy and numeracy

Competency Unit:	Work in teams
Unit Descriptor:	This unit covers the competencies required to work cooperatively with people identifying roles & responsibilities within team.
Unit Code:	N85S022U04
Element/Task	Performance Criteria/Standards
1. Communicate with team members	1.1 <i>Effective Communication strategies</i> are followed preventing misunderstanding & giving consideration to gender & culture 1.2 Information & ideas are shared with team members to enhance work outcome
Participate in team work activities	2.1 The professional health care relationships are maintained with other professionals as per ethical guidelines of health care 2.2 Individual tasks are listed out according to the work plan. 2.3 Individual tasks are carried out as assigned by team leader 2.4 Other team members are encouraged and supported in undertaking required roles and responsibilities

Range / Context:

The performance of activities included in this unit may take place in a workplace / workshop.

Elaboration of terms in performance criteria

- *Effective Communication strategies* in PC 1.1 may include:
 - Active listening, questioning, observing, giving feedback, empathy

Critical aspects

The assessment must confirm that the candidate is;

- Achieve team goals and individual goals
- Follow designated work plan for the job

The following tools, equipment & material are included within this unit.

- Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided.

The performance of this unit is expected to be carried out to the following documents and standards

- Work plans
- Manuals
- Handbooks
- General rules and norms guiding team behaviour

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none">• Roles and responsibilities of health care workforce• Local and international elder care industry and its workforce• Future opportunities in the elder care sector• Simple concepts of team behaviour• Elementary group dynamics• Basic knowledge in social and demographic structures• Knowledge of organization standard procedures and work instructions and relevant regulatory requirements.	<ul style="list-style-type: none">• Encouraging team members• Following instructions• Demonstrating interpersonal skills• Listening and using a variety of communication skills• Providing suggestions and information• Reporting information• Contributing to the achievement of tasks consistent with agreed goals

Section 1: Competency Standards

Competency Unit:	Maintain the relationship with the Elder
Unit Descriptor:	This unit covers the competencies required to maintain effective and trustful communication and relationships with the elder ensuring the independence of both parties and high standards of the elder care service.
Unit Code:	N85S022U05
Element/Task	Performance Criteria/Standards
1. Communicate appropriately with the elder	<p>1.1 <i>Appropriate Communication strategies</i> and techniques are identified to achieve the best <i>elder care</i> service outcomes.</p> <p>1.2 Complaints are responded to in accordance with organizational policy to ensure best elder care service to the elder.</p> <p>1.3 Complaints are dealt with in accordance with organizational procedures.</p> <p>1.4 Interpreter services are accessed as required.</p> <p>1.5 Action taken to resolve conflicts either directly, where a positive outcome can be achieved immediately or referred to the appropriate personnel.</p> <p>1.6 Participation of work team with constructive and collaborative manner is demonstrated accordingly.</p>
2. Establish and maintain good interpersonal relationship with the elder	<p>2.1 Rapport is established to ensure the service is appropriate to and in the best interests of the elder.</p> <p>2.2 Effective listening skills are used to ensure a high level of effective communication and quality of service.</p> <p>2.3 Elders concerns and needs are identified correctly and responded according to the organizational procedures and guidelines.</p> <p>2.4 Effectiveness of interpersonal interaction is monitored and maintained consistently and evaluated to ensure best elder care service outcomes.</p>
3. Act in a respectful manner at all times	<p>3.1 <i>Respect for differences</i> is demonstrated positively, actively and consistently in all work.</p> <p>3.2 <i>Confidentiality and privacy of</i> elder are maintained always without prejudice.</p> <p>3.3 Courtesy is demonstrated in all interactions with the elder, visitors and family</p> <p>3.4 Assistance is provided with the care of the elder with challenging behavior in accordance with organizational procedures.</p>

	3.5 Coping strategies and techniques are used to manage and minimize aggression.
4. Evaluate own work to maintain a high standard of the elder care client service	<p>4.1 Advice and assistance are received or sought from <i>appropriate sources</i> on own performance.</p> <p>4.2 Own work is adjusted, incorporating recommendations that address performance issues, to maintain the agreed standard of the elder care service.</p> <p>4.3 Own health and wellbeing are maintained as per the guidelines</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or in a home where elder care is given.

Elaboration of terms in the Performance Criteria:

Appropriate sources may include: consulting doctor, Public health nursing officer and therapists

Appropriate communication strategies may include:

- Reflective listening
- Respectful responding
- Development and establishment of empathy and rapport
- Active listening if culturally appropriate, recognition of non-verbal triggers
- Feedback
- Interpretation
- Setting role boundaries
- Negotiation
- Congruence of communication and action
- Follow up communication

Respect for differences may include:

- Physical
- Cognitive/mental or intellectual issues that may impact on communication
 - Aggressive and suited
- Cultural and ethnic
- Religious/spiritual
- Social
- Age and gender
- Language literacy and numeracy abilities
- Sexuality and sexual preference

Confidentiality and privacy of clients may include:

- Medical conditions
- Fees
- Health fund entitlements
- Welfare entitlements
- Payment methods and records
- Public environments
- Legal and ethical requirements
- Obtaining details (*i.e.* medical and consent forms)
- Conversations on the telephone
- Secure location for written records
- Offering a private location for discussions
- Information disclosed to an appropriate person consistent with one’s level of responsibility
- Sexuality and sexual preference

Critical Aspects

- Practice ethical code of the care giver (elder)
- Communicate appropriately with the elder, family and guardians
- Follow Occupational Health & Safety (OHS) procedures

References/Standards:

- Care giver observation and service notes
- Organizational procedure and guidelines
- Check list
- Client assessment notes by care professionals
- Contact information
- International care standards and procedures
- Elder rights protection Act no 09 2000 and its amendment no 05 2011
- Relevant sections of Factories Ordinance No 45 of 1942 with subsequent amendment
- Policy on senior citizen in Sri Lanka

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Organizational policies & procedures • Elders rights & responsibilities • Confidentiality of information provided by Elders and others • Culture & customs • Relevant legal aspects • Techniques for manage and minimize 	<ul style="list-style-type: none"> • Interpersonal communication • Reading and writing • Numerical • Interpretation • Language • Listening techniques • Problem solving

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

<p>aggression</p> <ul style="list-style-type: none">• World health Organization (WHO) guidelines• Basic gerontology• Basics of Ageing process and theories• International age care industry• Occupation Health and Safety Procedures (OHS)• Existing services on elder care	<ul style="list-style-type: none">• Dealing with conflict• Team work• Use of Personal Protective Equipment (PPE)
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Competency Unit:	Identify physical, mental, social and spiritual changes in old age and promote wellbeing
Unit Descriptor:	This unit covers the competencies required to identify changes of physical and mental condition and promote wellbeing
Unit Code:	N85S022U06
Element/Task	Performance Criteria/Standards
1. Identify physical changes	<p>1.1 Changes of five senses are assessed using appropriate methods</p> <p>1.2 Status of ambulating and mobility are assessed using <i>Standard procedures</i></p> <p>1.3 Status of feeding and elimination is assessed according to the organizational guidelines</p> <p>1.4 Signs and symptoms of common disease conditions in old age are identified according to the WHO guidelines</p> <p>1.5 Level of pain and discomfort are assessed according to an accepted pain scale</p>
2. Identify mental and social changes	<p>2.1 Behavioral and social changes of the elderly person is assessed as per the aging process and guidelines</p> <p>2.2 Speech and language, orientation, memory is assessed as per the extract from mini Mental State Examination (MSE)</p> <p>2.3 Distress and patterns of rest and sleep are assessed according to the organizational guidelines</p> <p>2.4 Assess signs and symptoms of common disease conditions in old age according to the organizational guidelines</p>
3. Promotion of wellbeing	<p>3.1 Standard methods of infection control is applied as per organizational guidelines</p> <p>3.2 Educate and aware healthy life styles according to health education guidelines</p> <p>3.3 Apply range of motion exercises routinely and appropriately as per advice from the physiotherapist</p> <p>3.4 Ability to perform basic counseling in acceptable manner as per the basic counseling guidelines</p> <p>3.5 Ability to facilitate religious and spiritual needs of elder as per organizational guidelines</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or in a home where elder care is given.

Critical Aspects

- Practice ethical code of the elder care giver
- Communicate appropriately with the elder, family and guardians
- Respect cultural and religious diversity

References/Standards:

- Care giver observation and service notes
- Organizational procedure
- Check list
- Client assessment notes by care professionals
- Contact information
- International care standards and procedures
- Mini Mental State Examination (MMSE)
- Policy on senior citizen in Sri Lanka

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Basic human Anatomy and physiology • Basic methods of physical and mental assessment (Mini Mental State Examination - MMSE) • Common mental and physical disease conditions in old age • Basic methods of infection control • Basic knowledge on Range Of Motion (ROM) Activities for elders • Basic knowledge of psychology and counseling • Basic knowledge on different religions, cultural and spiritual needs 	<ul style="list-style-type: none"> • Communication • Reading and writing Client records • Numerical • Interpretation • Language • Listening techniques • Problem solving • Dealing with conflict • Team work • Hand washing techniques • Physical assessment techniques • Observation and interview • ROM activity skills • Vital signs • Handling and applying PPE • Mental relaxation techniques

Section 1: Competency Standards

Competency Unit:	Attend domestic affairs of the elder
Unit Descriptor:	This unit covers the competencies required to attend domestic affairs and ensuring safety, health condition and requirements of the elder.
Unit Code:	N85S022U07
Element/Task	Performance Criteria/Standards
1.Purchase goods and obtain services	<p>1.1 List of goods & services are required for day to day consumables, food & beverages identified as per elder's-needs/ schedule</p> <p>1.2 Special goods & services, required for elder's and care giver is identified if any.</p> <p>1.3 Shopping place is decided according to the requirement as per the organizational guidelines.</p> <p>1.4 Mode of transport is arranged for purchasing of required goods and obtaining required services as per the organizational guidelines.</p> <p>1.5 Quantity and quality of purchased goods are ensured as per the organizational guidelines.</p> <p>1.6 Quality of services obtained is ensured as per the organizational guidelines.</p>
2. Handle expenses of the elder	<p>2.1 Estimation of day to day expenses is made according to the elder's requirement.</p> <p>2.2 Cost for day to day consumption and special goods & services needed are calculated according to the current market prices.</p> <p>2.3 Cost of miscellaneous items is allocated, according to the elder's wish if any</p> <p>2.4 Cash transaction and bill payments done records are maintained according to the organizational guidelines.</p> <p>2.5 Use of modern electronic money transactions and payment methods according to the organizational guidelines</p>
3.Attend home safety	<p>3.1 Possible home accidents and hazards are identified as per the basic assessment of risks at home and home environment</p> <p>3.2 Preventative and safety measures are ensured according to the safety standards</p> <p>3.3 Status and Situation of the accident is assessed immediately.</p> <p>3.4 First aid is done according to the nature of the injury</p>

	<p>3.5 Protective measures are taken as per the elder’s present condition.</p> <p>3.6 <i>Special service</i>, required for the accident is arranged as per the condition of the elder if any.</p> <p>3.7 Reporting and recording is done according to organizational procedures.</p>
4. Arrange recreational activities of the elder	<p>4.1 Schedules/ dates of <i>recreational activities</i> are obtained from the elder.</p> <p>4.2 Requirements of the recreational activities are arranged according to the elder’s needs, physical condition and preferences.</p>
5. Accompany the elder for medical care	<p>5.1 Schedules of medical care consultation are checked against the Care giver observation and service notes.</p> <p>5.2 Schedules of medical tests are checked against the medical records and notes if any.</p> <p>5.3 Appointments for medical care consultation/ medical tests are made according to the schedule.</p> <p>5.4 Accessible mode of transport is arranged for medical care consultation/ medical test/s.</p> <p>5.5 Prescribed medical care products/ services are obtained as per needs.</p>
6. Prepare basic meals/ refreshments according to the due diet	<p>6.1 Day to day consumption and special needs are identified according to the care giver observation and service notes, medical records and notes requirements.</p> <p>6.2 Ingredients required for the preparation of basic meals/ refreshments are selected according to the schedule.</p> <p>6.3 Kitchen equipment and utensils are arranged as per the preparation of basic meals/ refreshments ensuring safety practices.</p> <p>6.4 Basic meals/ refreshments are prepared timely available for feeding.</p>
7. Perform laundry activities for the elder	<p>7.1 Soiled clothes and linen fabrics are sorted according to the texture, color and size</p> <p>7.2 Soiled clothes and other materials are washed and dried ensuring safety practices after sorting out</p> <p>7.3 Dried clothes and other materials are ironed, folded and stored ensuring safety procedures</p>

8. Handle solid waste	8.1 Waste items are sorted out according to the type of waste 8.2 Waste bins are used according to standard color code 8.3 Suitable disposal techniques are used according to the Organizational policy/ work place policy
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Range/Context:

Competencies in this unit may be performed in a hospital, care giving centre, nursing home or in a home where elder care is given.

Elaboration of terms in the Performance Criteria:

Recreational activities may include social, cultural and religious activities.

Special service may include: Emergency care services requirement, smoke and fire, medical and para medical assistance

Critical Aspects

- Maintain health and safety of the client and self
- Check for responsiveness
- Handling panic situations (during home accidents)
- Ensure transparency of handling money
- Ensure clean and safe environment
- Ensure food safety

References/Standards:

- Care giver observation and service notes, medical records and notes
- Organizational procedure
- Check list
- Elders assessment notes
- International care standards and procedures
- Policy on senior citizen in Sri Lanka
- National Environmental Act No 47 of 1980 (Amendment Act No56 of 1988 and Act No 53 of 2000)

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Positioning, lifting, moving, ambulating elder • Knowledge of body mechanics • First aid • Knowledge on currency • Knowledge on basic accounts • Health and safety practices • Laundry activities • Electronic money transaction • Solid waste handling • Food safety and allergy • Knowledge of using home appliances • Safety measures 	<ul style="list-style-type: none"> • Communication skills • Numerical skills • Interpretation skills • Identification and collection of equipment • Economical use of time and energy • Maintain care giver client relationship • Follow organizational procedure • Preparation of basic meals/refreshments • Handling equipment • Positioning, lifting, moving, ambulating elder • First aid

Section 1: Competency Standards

Competency Unit:	Prepare living area of the elder
Unit Descriptor:	This unit covers the competencies required to maintain cleanliness, lighting and ventilation of the living area ensuring safety of the elder, self and others preventing cross infections and psychosocial and spiritual well-being.
Unit Code:	N85S022U08
Element/Task	Performance Criteria/Standards
1. Clean the living area	<p>1.1 Furniture and walls are cleaned with a wet duster to remove dirt and dust according to the procedure manual.</p> <p>1.2 Floor is swept and mopped with an antiseptic solution as per manufacturer's instructions.</p> <p>1.3 Cleaning of bath room and toilets with disinfectant and kept dry and the sanitation standards are ensured</p>
2.Prepare the bed and living area	<p>2.1 Clean linens are obtained from authorized person according to organization procedures/elder's condition.</p> <p>2.2 Bed is prepared neat and tidy according to standard bed making procedures.</p> <p>2.3 Bed side locker is kept to the right side of the elder parallel to head end of the bed.</p> <p>2.4 Flower vase/decorative items are kept at a suitable place to obtain aesthetic value and maintained properly as per the organizational procedures.</p> <p>2.5 Availability of equipment for personal use is ensured by checking the needs of the elder and provided if necessary.</p> <p>2.6 Electrical equipment is checked for proper working order and safety.</p> <p>2.7 Adequate light and ventilation is ensured providing equipment as required.</p> <p>2.8 Disturbing noises are prevented by taking necessary action.</p> <p>2.9 Pests, insects and other intruders free environment is ensured</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving centre, nursing home or in a home where elder care is given

Critical Aspects

- Precautions to avoid cross infections
- Maintain Health and Safety of the client and self
- Maintaining cleanliness and neatness of the-living area
- Ensure client privacy

References/Standards:

- Care giver observation and service notes, medical records and notes
- Organizational procedure
- Check list
- Bed making procedure
- Elder assessment notes
- Material safety data sheets
- International care standards and procedures
- Policy on senior citizen in Sri Lanka

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Bed making procedure. • Types of beds and mattresses • Purpose of preparing bed • Equipment needed for elder’s unit • Types of disinfectants and methods of use • Positioning, lifting, moving, ambulating elder • Knowledge of body mechanics - ergonomics • Safety signs • Methods of dusting, sweeping, disinfecting and mopping • Comfort devices • Pest and insect controlling • Occupational safety and health practices • Waste disposal methods 	<ul style="list-style-type: none"> • Bed making • Identification and collection of equipment • Arrange in the order of use • Follow principle of bed making procedure • Position, lift and move elder • Economical use of time and energy • Maintain correct posture • Maintain care giver client relationship • Follow organizational procedure • Arrange furniture in the living area • Handling waste

Section 1: Competency Standards

Competency Unit:	Maintain personal hygiene and appearance of the elder
Unit Descriptor:	This unit covers the competencies required to attend to mouth care, skin care, hair care, nail care, perineal care, eye care, foot care and appearance of the elder ensuring safety and hygiene of the elder, self and others using equipment and material safely.
Unit Code:	N85S022U09
Element/Task	Performance Criteria/Standards
1. Attend to oral care	<p>1.1 Equipment and material is required to attend oral care are collected as required.</p> <p>1.2 Instruments for special oral care are organized as required.</p> <p>1.3 Oral-care is attended to according to the basic principles of the oral care procedures</p> <p>1.4 Mouth lesions and changes observed, identified, recorded and informed to responsible persons.</p>
2. Attend to skin care/ nail care	<p>2.1 Equipment and materials required to attend to shower bath or bed bath are organized as required.</p> <p>2.2 Skin and nail care are attended to according to the basic principles of bed bath or shower bath procedures.</p> <p>2.3 Special attention is provided for elders with medical conditions according to instruction given by a medical doctor</p> <p>2.4 Skin lesions and changes are observed, identified and informed to responsible persons.</p> <p>2.5 Protective measures are taken when treating elder with skin diseases.</p> <p>2.6 Suitable back rub is carried out, when necessary.</p> <p>2.7 Protective measures are taken while caring elder's with drains and tubes as per standard sterile procedure.</p>
3. Attend to perineal care	<p>3.1 Equipment and materials required to attend to perineal care are organized as required.</p> <p>3.2 Protective measures are taken to avoid cross infections as per standard precautions.</p> <p>3.3 Privacy of elder is maintained as specified in the standard procedures.</p> <p>3.4 Perineal care is attended to as specified in the standard procedure</p>

	<p>3.5 Elder-is made comfortable maintaining correct posture.</p> <p>3.6 Used equipment is cleaned and replaced as specified</p> <p>3.7 Reporting and recording is done according to organizational procedures.</p> <p>3.8 Perineal lesions and changes are observed, identified, recorded and informed to responsible persons</p>
<p>4. Attend to foot care</p>	<p>4.1 Equipment and material is required to attend to shower bath or bed bath are collected as required.</p> <p>4.2 The condition of the foot and nail assessed as per standard procedures</p> <p>4.3 Skin and nail care is attended to according to the basic principles of bed bath or shower bath procedures.</p> <p>4.4 Protective measures are taken when caring elder's diseases and infection.</p> <p>4.5 Foot lesions and changes are observed, identified, recorded and informed to responsible persons.</p> <p>4.6 Special attention is provided for elders with medical conditions according to instruction given by a medical doctor</p>
<p>5. Undress and dress the elder</p>	<p>5.1 Elder-is undressed with proper disposal of removed clothes to while maintaining privacy, image and comfort of the elder client while maintaining proper dis-infective procedures if necessary.</p> <p>5.2 Elder is dressed with suitable clothes to while maintaining privacy, image and comfort of the elder.</p>
<p>6. Attend to hair care</p>	<p>6.1 Equipment / materials are required to attend to hair care collected as necessary.</p> <p>6.2 Any changes and abnormalities of the scalp are observed as per the standard procedures, if identified, recorded and informed to responsible persons.</p> <p>6.3 Hair is combed and braided neatly and tied.</p> <p>6.4 Hair washed with suitable hair lotion and pediculosis treatment is carried out if necessary as per the standard procedures</p> <p>6.5 Used equipment is cleaned and replaced as specified.</p>

7. Attend to grooming of the elder	<p>7.1 Grooming needs of the elder is identified according to the elder's request if necessary.</p> <p>7.2 Grooming of the elder is performed according to the elder's request if necessary</p>
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Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home or in a home where elder care is given

Critical Aspects

- Maintain privacy of the elder
- Economical use of time, energy and material
- Maintain-procedure, prevent cross infection

References/Standards:

- Care giver observation and service notes, medical records and notes
- Organizational procedure
- Instructional procedures
- Charts (monitoring, temperature and etc.)
- Recording and reporting standards
- Procedure manual
- International care standards and procedures

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Sponge bath, hair wash, oral care, skin care, back rub techniques, perineal care and foot care • Correct usage of tools, equipment and materials • Complications if neglecting personal hygiene • Correct procedure in maintaining personal hygiene • Knowledge in grooming • Identify any change from normal • Hand washing techniques • First aid • Personal Protective Equipment (PPE) • Cross infection 	<ul style="list-style-type: none"> • Attending to Sponge bath, hair wash, mouth care, skin care, back rub, perineal care, and foot care • Identify complications • Keep records • Take preventive measures • Perform procedures effectively according to the elder conditions • Communication skills • Care of equipment after use • Position Client • Observation skills • First aid • Use Personal Protective Equipment (PPE)

Competency Unit:	Maintain Food and nutrition of the elder
Unit Descriptor:	This unit covers the competencies required to identify the ingestion, digestion and absorption condition of the elder, main nutrients of the diet, types of diet, and attend different methods of feeding, maintaining hygienic condition of the diet all of which are in relation to the condition of the elder.
Unit Code:	N85S022U10
Element/Task	Performance Criteria/Standards
1. Identify diet according to the condition of the elder	<p>1.1 <i>Type and mode of diet</i> and frequency is identified according to disease condition of the elder-as instructed.</p> <p>1.2 <i>Method of feeding</i> is identified according to the condition of the elder.</p> <p>1.3 Raw food items are identified to meet the <i>nutritional requirements</i> as prescribed by Dietician / Doctor / Senior authorized person and elder's preference.</p>
2. Order/prepare the due diet of the elder	<p>2.1 Diet is arranged / according to the menu as per advice.</p> <p>2.2 Proper quantification of solid, semisolids or liquid is ensured as instructed.</p> <p>2.3 Diet is served on time as recommended.</p>
3. Feed elder	<p>3.1 Explanation given to the elder and his/her cooperation is obtained.</p> <p>3.2 Positioning is done according to the condition of the elder client</p> <p>3.3 Due drugs are collected and given as prescribed.</p> <p>3.4 Necessary equipment for feeding is collected and cleaned according to the feeding procedure.</p> <p>3.5 Elder is fed carefully following feeding procedure.</p>
4. Clean the elder, equipment and unit after feeding	<p>4.1 Elder is kept in a comfortable position during and after feeding.</p> <p>4.2 Equipment used for-feeding are cleaned, dried and restored according to the guidelines.</p> <p>4.3 Dining area is cleaned and rearranged as per cleaning procedures</p>
5. Record consumption of the food by the elder	<p>5.1 Records are maintained as per the instructions</p> <p>5.2 In case of elders inability to consume food the authorized person is informed according to the organizational procedure.</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving Centre, nursing home, elder home or in a home where elder care is given

Types and mode of diet included in this unit:

➤ **Mode of diet**

Solid diet, Semi solid diet, Liquid diet

➤ **Type of diet**

Special diet, diabetic diet, Dash diet, low salt, low fat diet, high protein diet, high carbohydrates diet, high fiber diet, bland diet and dietary supplemented s-diet and renal diet.

Method of feeding may include

- Oral – self, assisted feeding
- Tube feeding (Nasogastric (NG) feeding, Percutaneous Endoscopic Gastrostomy (PEG) feeding etc).

Critical Aspects

- Preventing contamination
- Avoiding aspiration in feeding
- Feeding amount at a time
- Choking
- Medical and surgical conditions
- Age friendly feeding arrangement

References/Standards:

- Bed Head Ticket (BHT)
- Drug chart
- Fluid balance chart
- Care giver observation and service notes, medical records and notes
- Standard procedure in feeding
- Organizational rules and regulations
- Food pyramid
- Dietary assessments
- Food and nutrition guidelines

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Types and mode of diet • Method of providing nutrients • Feeding Equipment use • Types of prevent contamination • Signs and symptoms of choking/aspiration • Emergency care and first aid • Weight monitoring and BMI (Body Mass Index) • Checking the correct position of feeding tube • Feeding and tube feeding procedures • Food pyramid and special nutritional requirements for elders • Feeding procedures for elders with special needs • Food safety • Basic menu planning, preparing food and serving • Appropriate cutleries and crockeries • Personal Protective Equipment (PPE) • Occupational Health and safety • Ergonomic parameter 	<ul style="list-style-type: none"> • Collect equipment according to the type of feeding • Clean and restore equipment and unit • Feed elder by following the procedure • Check the position of the tube • Position the elder • Economical use of time • Maintain care giver client relationship • Prepare feed • Correct recording • Take immediate actions for choking and aspiration • Oral and tube feeding • Feeding and tube feeding procedures • Use of Personal Protective Equipment (PPE) • Communication skills

Competency Unit:	Administration of medication
Unit Descriptor:	This unit covers the competencies required to administration of medication according to the details of the prescription and the instructions received from a medical practitioner ensuring safety and health of the elder.
Unit Code:	N85S022U11
Element/Task	Performance Criteria/Standards
1. Administer oral drugs	<p>1.1 Medicine to be given is identified by checking doctor's prescription.</p> <p>1.2 Identified drugs are checked as per the instruction of authorized /senior person</p> <p>1.3 Equipment is collected according to the standard procedure.</p> <p>1.4 Elder is prepared according to medical condition and standard procedures.</p> <p>1.5 Drugs are provided according to the standard procedures.</p> <p>1.6 Drugs, dosage, route, and frequency are recorded and signed on care giver observation and service notes and drugs charts according to the procedures.</p> <p>1.7 Elder-is observed for tolerance, side effects, outcome and reported where appropriate.</p>
2. Administer insulin (using insulin pen)	<p>2.1 <i>Equipment</i> is selected and organized according to the standard</p> <p>2.2 Elder is prepared and measured for random blood glucose level as per the procedures</p> <p>2.3 Insulin dose is given only if there is no hypoglycemia</p> <p>2.4 All the equipment and <i>materials</i> are arranged for the insulin administration as per the sterilize techniques</p> <p>2.5 Meal is ensured before giving injection as per the nutritional advice</p> <p>2.6 Drug is drawn into the insulin syringe / pen maintaining sterility.</p> <p>2.7 Injection site is selected according to the approved site and explained to elder.</p> <p>2.8 Injections are given following procedure manual and meal provided.</p> <p>2.9 Equipment is restored and used materials items are disposed according to standard procedures.</p>

	<p>2.10 Signs of hypoglycemia are watched and acted accordingly</p> <p>2.11 Data is recorded according to the organizational procedure.</p>
3. Instill eye, ear and nasal drops	<p>3.1 Type of drugs and dose to be instilled is identified as per doctor's prescriptions.</p> <p>3.2 Drugs are collected from authorized person according to the organizational procedure</p> <p>3.3 Elder is given explanation and positioned according to the procedure.</p> <p>3.4 Drops are instilled as prescribed according to the procedures.</p> <p>3.5 Signs of side effects are watched, informed and acted accordingly</p> <p>3.6 Data is recorded according to the organizational procedure</p> <p>3.7 Equipment and drugs are restored and used materials, items are disposed according to standard procedures</p>
4. Give inhalation and assist for nebulization	<p>4.1 Type of drugs and dose to be inhaled is identified as per doctor's prescription.</p> <p>4.2 Necessary equipment is collected as per requirement and organizational procedure.</p> <p>4.3 Elder is given explanation and positioned according to the procedure.</p> <p>4.4 Drugs are collected from authorized person according to the organizational procedure</p> <p>4.5 Inhalation / nebulization are given following standard procedure.</p> <p>4.6 Signs of side effects are watched, informed and acted accordingly</p> <p>4.7 Data is recorded according to the organizational procedure</p> <p>4.8 Equipment and drugs are restored and used materials, items are disposed according to standard procedures</p>
5. Apply topical medication	<p>5.1 Type of cream / ointment / lotion and skin patches are collected from authorized person as prescribed.</p> <p>5.2 Skin type and area assessed, cleaned, dried and medicine is applied wearing disposable glove as per the procedures.</p>

	<p>5.3 Elder is kept comfortable depending on the condition.</p> <p>5.4 Signs of side effects are watched, informed and acted accordingly</p> <p>5.5 Data is recorded according to the organizational procedure</p> <p>5.6 Equipment and drugs are restored and used materials, items are disposed according to standard procedures</p>
<p>6. Administer suppositories and pessaries</p>	<p>6.1 Type of drugs and dose is collected from authorized person as prescribed.</p> <p>6.2 Elder is given explanation and the consent is obtained.</p> <p>6.3 Equipment is collected as required.</p> <p>6.4 Elder is kept in the correct position and privacy is maintained according to the procedures.</p> <p>6.5 Suppository/ pessaries is administered according to the procedure.</p> <p>6.6 Elder is advised to retain the same position according to medical advice-</p> <p>6.7 Signs of side effects are watched, informed and acted accordingly</p> <p>6.8 Data is recorded according to the organizational procedure</p> <p>6.9 Equipment and drugs are restored and used materials, items are disposed according to standard procedures</p>
<p>7. Store drugs</p>	<p>7.1 Types of storage methods are identified and followed as instructed.</p> <p>7.2 Date of expiry is checked.</p> <p>7.3 Changes of the physical properties of drugs are checked.</p> <p>7.4 Availability of the medicine is ensured.</p> <p>7.5 Pill box (Dispenser) is used and stored according to standard procedures</p> <p>7.6 Stock records are maintained according to organization procedures</p> <p>7.7 Drug safety and storing methods are followed according to guidelines</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving centre, elder home, nursing home or in a home where elder care is given

Equipment may include: Glucometer, Insulin pen, Subcutaneous (SC) syringe, Nasal syringe, ear cap, and pipet and Pill box

Materials may include: swabs, Gauze, lancet, Random Blood Sugar (RBS) strips and Surgical Sprits

Critical Aspects

- Observe vital signs, side effects and allergic reactions
- Correct use of 7 rights (right client, right drug, right dose, right time, right route, right documentation and right to refuse)
- Ensure three checking (before taken the drugs from the stores, before preparing the dose and before administering the drugs to the elder)
- Proper calibration of insulin dose
- Always check the expiry date of the medicine

References/Standards:

- Care giver observation and service notes, medical records and notes / prescription
- Drugs chart
- Organizational procedure manual
- Elder’s assessment notes
- Procedure manual, organizational rules and regulations
- Material Safety Data Sheet (MSDS)

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Standard medication Administration procedures • Drug administrating routes • Positioning clients • Use of 7 rights • Equipment clearing and storage methods • Basic knowledge on type of drugs and storage methods • How to use glucometer and insulin pen • Hypoglycemic blood glucose level • Nebulizing and steam inhalation procedure • Measuring, calculations and dilution of drugs 	<ul style="list-style-type: none"> • Collect equipment according to the type of drug and route • Observe and report side effects and allergy • Use of correct dosage (seven rights) • Observing and reporting intravenous (IV) drip • Assist nebulization • Read and understanding of pharmacopeia • Three checking of drugs • Maintain care giver and elder relationship • Keep records and reports • Positioning elder for various procedure • Instillation of eye, ear, nasal drops

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

<ul style="list-style-type: none">• Elements of pharmacopeia• Common Abbreviations and medical terms used in geriatric care• Type of bandaging for elders• Administration procedure of oxygen via mask/ nasal prong• Maintain cleanliness of the mask, tube, nasal prong• Occupational Health and safety• Ergonomic practices• Personal Protective Equipment (PPE)• Waste disposal methods	<ul style="list-style-type: none">• Applying topical drugs• Give steam inhalations• Provide Oxygen inhalation• Use of insulin pen and glucometer• Read and maintain drug and observation charts• Administer medications• Measuring and calculations uses of equipment• Bandaging for elders• Use Personal Protective Equipment (PPE)• Handling solid waste• Introduction of suppositories and pessaries
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Competency Unit:	Attend First aid and vital signs
Unit Descriptor:	This unit covers the competencies required to attend basic first aid and identify, observe and attend to the changes of the vital signs of elder and record & report where necessary ensuring safety of the elder.
Unit Code:	N85S022U12
Element/Task	Performance Criteria/Standards
1. Perform First aid	<p>1.1 Emergency situations, accident and damage are assessed according to the standard first aid guidelines</p> <p>1.2 Emergency medical support is obtained at the correct time according to the standard procedure</p> <p>1.3 Fractures, dislocation, sprains and strains are attended with immobilization first aid techniques/ Rest, Ice, Compression, Elevation (RICE) techniques</p> <p>1.4 Bleedings are controlled by Applying direct or indirect pressure and using standard first aid techniques</p> <p>1.5 Wounds are managed by standard dressing and bandaging techniques</p> <p>1.6 Burns are attended with standard first aid techniques</p> <p>1.7 Choking is managed with abdominal thrust and back blow techniques</p> <p>1.8 Shock and faint are attended with standard first aid techniques</p>
2. Perform Cardio Pulmonary Resuscitation (CPR) and basic life support	<p>2.1 Danger Response Shout, Airway Breathing Circulation (DRS, ABC) are assessed according to standard first aid guidelines</p> <p>2.2 CPR is performed according to current guidelines</p> <p>2.3 Emergency medical support is obtained at the correct time according to the standard procedure</p>
3. Check temperature, pulse and respiration	<p>3.1 Equipment is collected to check the temperature according to the standard procedure.</p> <p>3.2 Temperature is measured accurately by selecting the suitable site, using right equipment and preparing the elder according to the condition of the elder.</p> <p>3.3 Pulse and respiration are counted according to standard procedures.</p> <p>3.4 Temperature, pulse, respiration is recorded in the temperature chart/ Temperature Pulse Respiration (TPR) as per the procedure.</p>

	<p>3.5 Any abnormalities are recorded and reported to responsible person immediately as per the organizational procedure.</p> <p>3.6 Equipment are cleaned, restored and used materials, items are disposed according to standard procedures</p>
<p>4. Check blood pressure</p>	<p>2.1 Equipment is collected to check blood pressure according to the standard procedure.</p> <p>2.2 Elder is positioned to check blood pressure according to the condition of the elder.</p> <p>2.3 Blood pressure is measured accurately as per standard procedure.</p> <p>2.4 Any abnormalities of blood pressure are recorded and reported to responsible person / authorized person immediately as per the organizational procedure.</p> <p>2.5 Equipment are restored and used materials, items are disposed according to standard procedures</p>

Range/Context:

Competencies in this unit may be performed in a hospital, care giving center, elder home nursing home or in a home where elder care is given.

This includes attend first aid and checking vital signs of clients in any condition.

Critical Aspects

- Prevent further damage
- Prevent danger to the life
- Ensure safety of the elder, first aider and equipment
- Seeking medical support on time
- Check and record vital signs accurately
- Report abnormalities

References/Standards:

- Care giver observation and service notes, medical records and notes
- Temperature chart
- Standard procedure
- Organizational rules and regulations
- Updated Standard first aid manuals
- Relevant sections of Factories Ordinance No 45 of 1942 with subsequent amendment

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Principles, qualities responsibilities and ethics of first aider • Type and techniques of bandaging and dressing • Type of Fractures and injuries to supportive tissues • Type of wounds and bleeding • Type and extent of burns • First aid techniques for choking, shock, faint, wounds, fracture, burns and bleeding • Updated DRS ABC and CPR techniques • Indication for CPR • Safety measures in first aid • Normal body temperature, pulse, respiration and blood pressure • Volume, rhythm, rate of pulse • Types of respiration and temperature • Deviation of vital signs • Method of maintaining body temperature • Sites of taking pulse and temperature • Proper use of measuring equipment • Medical and surgical condition related to first aid and CPR • Emergency Transferring methods • Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Assess casualty, emergency, damage • Dressing, bandaging, immobilization, transportation • Mange bleeding, wounds, burns, choking, shock and faint • Use of DRS ABC, CPR techniques • Use of Personal Protective Equipment (PPE) • Collect and check equipment • Check vital signs • Follow standard procedure • Use of sphygmomanometer/ digital manometer • Correct positioning of elder • Recording and reporting vital signs • Maintain care giver elder relationship • Economical use of time materials and equipment • Clean and restore equipment

Competency Unit:	Care of an elderly person
Unit Descriptor:	This unit covers the competencies required to attend needs and care in old age ensuring health, nutrition and safety of the elder.
Unit Code:	N85S022U13
Element/Task	Performance Criteria/Standards
1. Acknowledge and assess problems	<p>1.1 Problems due to aging are assessed and acknowledged according to the physical, mental, social and spiritual changes in <i>old age</i></p> <p>1.2 Needs and requirements are prioritized by discussing with the superior/elder care professionals.</p> <p>1.3 Elder care plan is prepared, prioritized under the supervision according to a standard format</p> <p>1.4 The elder care plan is implemented and monitored as per the set objectives/ goals</p>
2. Attend mobilization, sleep and rest	<p>2.1 Elder is made comfortable and the complications are avoided in mobilizing and manual handling according to the standard procedures.</p> <p>2.2 Accident are prevented while mobilizing and manual handling according to the standard procedures</p> <p>2.3 Suitable active and passive exercises are carried out according to the instructions given by an authorized person.</p> <p>2.4 Techniques are used to induce sleep and promote rest according to the requirement.</p>
3. Attend elimination	<p>3.1 Elder is assisted during elimination by using standard procedure according to the condition.</p> <p>3.2 Cleanliness, comfort and privacy of the elder is ensured according to the standard procedure</p> <p>3.3 Equipment used for elimination is cleaned, disinfected and restored as per standard procedure.</p> <p>3.4 Catheter care is attended by following the sterile technique.</p> <p>3.5 Condom catheter and diapers are used according to standard procedure.</p> <p>3.6 Stoma care is attended as per standard procedure.</p> <p>3.7 Recording and reporting are done on client's chart.</p> <p>3.8 Urine, stool specimens are collected, labeled and sent to the laboratory with the request form according to the standard procedures.</p>

<p>4. Prevent and Attend to bed sore and pressure point care</p>	<p>4.1 Condition of the skin and pressure points are assessed according to guidelines</p> <p>4.2 Back rub and pressure point care is applied according to the standard procedures</p> <p>4.3 Sterile wound dressing is assisted according to the-standard procedure.</p> <p>4.4 <i>Equipment</i> are cleaned, restored and used materials, items are disposed according to standard procedures</p> <p>4.5 Condition of the skin/wound is recorded and reported clearly on the care giver records.</p>
<p>5. Care of elders with common NCDs</p>	<p>5.1 Basic signs and symptoms of common NCDs among elders are assessed, identified and reported as per medical guidelines</p> <p>5.2 Elder's physical, mental, social and spiritual needs are attended to as required.</p> <p>5.3 Records are maintained as required.</p> <p>5.4 Special care plans are, implemented for <i>diseases</i> in elderly, according to the standard procedures and guidelines</p>
<p>6. Active aging, adaptation and health promotion</p>	<p>6.1. Problems related to musculoskeletal/ functional system changes are identified, recorded and reported according to the institutional standards</p> <p>6.2 Plan of activities to promote active aging and healthy lifestyle is, implemented and documented as per the standard occupational therapy guidelines for elders</p> <p>6.3 Elder's living environment (physical and psychosocial) is assessed and modified to enhance and in line with WHO active aging and age friendly living environment guidelines.</p> <p>6.4 Exercise activities are regularly performed and possible adaptation techniques are used to alleviate normal functional problems related to aging according to physiotherapy guidelines</p> <p>6.5 Special exercise activities are planned and performed to improve functional abilities of the elder following the medical and occupational therapy guidelines.</p> <p>6.6 Unhealthy lifestyle factors and behaviors are identified, reported and recorded to responsible persons</p>

6. Care of dying client and death	6.1 Signs of death and dying are observed, and documented by observing changes of the vital signs reported to superiors/family members/ elder care institution. 6.2 Abnormalities of the elder is recorded, and reported to authorize person according to institution s guidelines. 6.3 Physical and mental comfort measures are provided as appropriate and according to palliative care guidelines. 6.4 Religious activities are attended as requested and last will/any other documentation matters are assisted as per the institutional guidelines. 6.5 Valuables and devices are removed from deceased and attended to them according to the standard procedures after declaration of death. 6.6 Deceased body is prepared according to standards and cultural practices of the elder or as instructed by the institution policy or family members. 6.7 Cleaning and disinfecting of elder’s room, used items and waste removal is carried out according to the standard procedure.
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Range/Context:

Competencies in this unit may be performed in a hospital, care giving centre, nursing home or in a home where elder care is given.

A standard procedure means the adapted version of nursing procedures.

Diseases may include: Alzheimer’s disease, Senile dementia, Parkinson’s, Heart disease, stroke, cancer, diabetes mellitus, arthritis, etc..

Old age: 60 years and above

Critical Aspects

- Avoid nosocomial infections/ accidents/ environmental hazards
- Prevent complications/ joint stiffness/ muscle wasting/ bed sores
- Maintain nutritional and personal hygiene
- Check vital sign
- Techniques used to induce sleep, rest and comfort
- Be sensitive to culture, privacy, personality of the elder

References/Standards:

- Care giver observation and service notes, medical records and notes
- Temperature charts
- Standard procedures
- Organizational rules and regulations
- Material Safety Data Sheets (MSDS)
- Care Giver guidelines
- Drugs chart
- Personal records
- Physiotherapy procedure manuals
- Occupational therapy procedure manuals
- WHO active aging and age friendly environment guidelines

Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

Knowledge	Skills
<ul style="list-style-type: none"> • Aging process • Active aging and adaptation • Healthy lifestyle and health promotion in old age • Age friendly environments and aging in place • Common Geriatric problems, signs, symptoms, prevention and treatments • Patient assessment techniques and care planning • Care monitoring, recording and reporting. • Patient and family education and advising • Global and local trends in Geriatric problems • Process, signs and special situations in elders in death and dying • Common disabilities in elders and their prevention and management • Retirement planning advice • Sleeping disturbance • Cross infections • Hot and cold applications and comfort measures • Sterile techniques (Boiling / Steaming) • Collecting specimens and urine testing 	<ul style="list-style-type: none"> • Patient assessments and implementation of the care plan • Patient education, family education, recording and reporting • Range of motion exercises for elders • Special functional activities for elders with medical and surgical conditions • Recreational activities for elders with NCD s and other special medical conditions • Adaptation techniques and active aging skills • Collect equipment • Prevent cross infection • Identify the changes of the person due to aging process • Attend to needs of the person • Maintain care giver client relationship • Attend to elimination • Use instruments such as nebulizer, glucometer, sucker, intubation tubes, digital blood-pressure meter, Oxygen supply equipment, oysters, physiotherapy equipment, thermometers, • Correct hand washing procedure • Dress wound • Give First aid • Use techniques in lifting and moving equipment

<p>methods</p> <ul style="list-style-type: none"> • Knowledge of elimination • Wound dressing • Instruments such as nebulizer, glucometer, ,sucker, air way, digital blood pressure meter, Oxygen supply equipment • Moving and lifting of the person • Knowledge of active and passive exercises • Knowledge of legal aspects of estate of the dying and dead elder (ethical behavior of care giver) • Preparation of dead body • Inquest, postmortem, death declaration , handing over of property • Inform relations • Signs and symptoms of dying person • Catheter/ stoma care • Personal hygiene • Tender loving care techniques • Holistic patient care • Ergonomic practices • Occupational Health and safety procedures • First aid • Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Read and understand instructions given by medical officer • Prepare deceased body • Apply hot and cold application • Assess elder • Clean and keep elder comfortably • Follow sterile techniques • Catheter/ stoma care • Tender loving care • Use of Personal Protective Equipment (PPE)
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Section 02

**NATIONAL COMPETENCY STANDARD
FOR THE OCCUPATION OF
CARE GIVER (ELDER)**

Section 2: Curriculum	Code No.	Page No.	Hrs.
01 Occupational Health and Safety Procedures and	BM01	50	40
02 Communication Skills for Workplace	BM02	51	20
03 Language Literacy	BM03	53	60
04 Team Work	BM04	54	10
05 Introduction to elder care and role of the elder care giver	M05	55	60
06 Physical, mental, social and spiritual wellbeing in old	M06	56	50
07 Domestic affairs of the elder	M07	57	60
08 Preparation of living area for the elder	M08	58	60
09 Maintenance of personal hygienic care	M09	59	100
10 Maintenance of the nutritional status of the elder	M10	60	60
11 Administration of drugs medication	M11	61	40
12 First aid and vital signs	M12	63	80
13 Care of an elder and special activities for death and die	M13	65	80
Total			720

Module Title	Occupational Health and Safety Procedures and Practice
Module Code	N85S022BM01
Module Type	Basic Module
Duration (Hrs.)	40Hrs
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • follow safe working practices • describe importance of safety • report workplace hazards and accidents to relevant authorities • follow emergency procedures • use personal protective equipment
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Rights, responsibilities and duties of employees and employers • Personal protective equipment it's use • Equipment and safety devices for particular workplace tasks • Safety signs and symbols for danger, warning, caution & personal safety message • Emergency equipment and their uses according the location • Fire prevention and fire extinguishers • Information procedures of accidents, incidents and hazards • Persons or services to be contacted in the event of different accidents • Evacuation procedures • Waste minimizing procedures • Basic Ergonomics parameters related to work • Occupational Health and Safety standards <p>Duration : 20 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Assignment 01: Compile a project book/report on <ul style="list-style-type: none"> ○ safety signs and their meanings ○ health and safety hazards could be occurred in the relevant workplace. ○ Workplace emergency procedures <p>Duration : 20 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations • Demonstrations
Forms of assessment	Formative Assessment + Summative Assessment

Module Title	Communication Skills for Workplace
Module Code	N85S022BM02
Module Type	Basic module
Duration (Hrs.)	20 Hours
Learning Outcomes	After completion of this module the trainee will be able to: - apply oral, visual and written communication relevant to the workplace
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Communication Strategies <ul style="list-style-type: none"> - Oral <ul style="list-style-type: none"> ➤ Active Listening Skill ➤ Good telephone manners ➤ clarity and cohesion ➤ friendliness, confidence ➤ empathy, open-mindedness ➤ respect ,feedback and picking the right medium - Visual <ul style="list-style-type: none"> ➤ Industry relevant symbols and signs - Written <ul style="list-style-type: none"> ➤ Workplace documentation requirements • Industry terminology • Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards • Asks questions and listens to gain information or confirm understanding • Industry relevant reporting procedures • Forms of address appropriate to customers and staff • Industry-relevant technology to support communication <ul style="list-style-type: none"> - Industry related software • Basic knowledge of new trends • Telephone etiquettes • Presentation techniques • General norms of polite conduct • Customs of different ethnic and religious groups • Basic understanding of gender issues • Showing respect to persons • Culture, ethnic and Gender issues relevant to the communication <p>Duration : 10 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Assignments 01 - Provide opportunities to trainees to present learned contents • Assignments 02 – Prepare list of 250 – 300 technical / vocational terms used in relevant industry during the course period <p>Duration : 10 Hrs</p>

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

Teaching-Learning activities	<ul style="list-style-type: none">• Assignments• Illustrated talk• Demonstrations• Role play & Drama
Forms of assessment	Formative Assessment + Summative Assessment

Module Title	Language Literacy
Module Code	N85S022BM03
Module Type	Basic Module
Duration (Hrs.)	60Hrs
Learning Outcomes	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> • pronounce the language properly. • build vocabulary. • use the language to accomplish purposes and get things done. • use words and ways of speaking appropriate for different situations. • interact with other people appropriately. • understand the people.
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Phonology and orthography guidelines <ul style="list-style-type: none"> - The Flash Cards technique • Vocabulary guidelines; <ul style="list-style-type: none"> - The Look and Listen techniques - The Physical Response techniques - The Picture Cues technique - The Reverse Role-Play technique • The Illustrated Dictionary or Picture Book technique • The Dialogue Strip technique • The Participant Observation technique • The Simulations technique <p>Duration : 30 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Listen for intonation patterns and specific sounds in natural speech. • Use the language as much as possible in daily life • Computer assisted language learning programs • Work on recognizing the written form of the vocabulary • Situational dialogs such as <ul style="list-style-type: none"> ✓ The Public Transport activity ✓ The Shopping Trip activity • The Social Visiting activity <p>Duration : 30 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lectures • Assignments • Discussions • Presentations • Demonstrations
Forms of assessment	Formative Assessment + Summative Assessment

Module Title	Team Work
Module Code	N85S022BM04
Module Type	Basic Module
Duration (Hrs)	10 Hours
Learning Outcomes	At the end of this module student should be able to; <ul style="list-style-type: none"> • Contribute positively to the work in team environment • Work effectively with others in a socially diverse environment • Respect and understand the views of others • Give, receive and act upon feedback • Identify and describe own roles and roles of others
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Organisation’s operational goals and plans. • Information on how to develop an active team work plan. • Principles and techniques associated with group dynamics. • The four major types of people in a team – visionary, commander, nurturer and analyser. • The five stages of team development, forming, storming, norming, performing and adjourning. • Team leadership behaviors such as, lead by example, over communicate and trust your team. • Ability to educate, coach and motivate others <p>Duration : 03 Hrs</p> <p>Practical</p> <ul style="list-style-type: none"> ▪ Demonstration: Identify and establish team purpose, team member’s roles and responsibilities. ▪ Demonstration: Educating, Coaching and motivation of a team. ▪ Assignment 01- Form a group for any elder care activities and give the feedback on group effort ▪ Assignment 02- Arrange sports activities / social events to show team effort <p>Duration : 7 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Assignments • Lecturers • Role plays • Case studies • Team building activities • Educating, coaching and mentoring
Forms of assessment	Formative Assessment + Summative Assessment

Module Title	Introduction to elder care and role of the elder care giver
Module Code	N85S022BM05
Module Type	Core Competency
Duration (Hrs)	60 Hrs
Learning Outcomes	After completion of this module trainees will be able to ✓ Describe basic concepts of gerontology, duties and responsibilities of the elder care giver.
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Basic gerontology • Introduction to ageing process and theories • Elders rights and elder abuse • World Health Organization (WHO) guidelines • Code of ethics • Duties and responsibilities of the care giver • Effective communication and maintain good interpersonal relations • Culture & customs • Techniques for manage and minimize aggression • Relevant legal aspects • Organizational policies & procedures • International age care industry • Available services for elder care <p>(Duration) 40 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Field visit to elder care home • Assignment make a leaflet a care facilities • Group work make a picture post <p>(Duration) 20Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Group discussion • Role play • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Physical, mental, social and spiritual wellbeing in old age
Module Code	N85S022BM06
Module Type	Core Competency
Duration (Hrs)	50 Hrs
Learning Outcomes	After completion of this module trainees will be able to <ul style="list-style-type: none"> ✓ Identify physical, mental, social and spiritual changes in old age and promote wellbeing
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Basic human Anatomy and physiology • Basic methods of physical, mental and functional assessment • Common mental and physical disease conditions in old age • Basic methods of infection control • Basic Knowledge on functional activities for elders <ul style="list-style-type: none"> ✓ Activities of Daily Living (ADL) ✓ Instrumental Activities Daily Living (IADL) • Basic knowledge on physiotherapy and Range of Motion (ROM) • Basic knowledge of psychology and counseling • Basic knowledge on religions, cultural and spiritual needs <p>(Duration) 25Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Field visit - Cultural show for elders in a care home • Assignment activities for different cultures • Infection control techniques • Practice relevant counseling • Prepare and conduct basic holistic assessment of an elder <p>(Duration) 25 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • PowerPoint presentation • Role Play • Video presentation • Demonstration • Group Discussion
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Domestic affairs of the elder
Module Code	N85S022BM07
Module Type	Core Competency
Duration (Hrs)	60 Hrs
Learning Outcomes	After completion of this module trainees will be able to “Attend domestic affairs ensuring safety, health condition and requirements of the elder
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Knowledge of body mechanics: positioning, lifting, moving ambulating and transportation of elder • Knowledge on currency • Knowledge on shopping/ Marketing • Maintain daily accounts • Insurance policies and social pension scheme for elders • Health and safety practices • Recreational activities for elders • Electronic money transaction methods <ul style="list-style-type: none"> ✓ ATM/Credit/ Debit cards ✓ Online transaction ✓ Mobile cash • Solid waste handling (Sorting and disposal) • Knowledge on Food safety and allergy • Knowledge of home safety and elderly friendly living environment • Knowledge of using, handling and maintaining home appliances • Knowledge of Laundry activities <p>Duration : 20 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Field visit to operation of Smart banking • Handle human body (mechanics) positioning, lifting, moving • Use and maintain common home appliances • Assignment make leaflet for laundry symbol <p>(Duration) 40 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Group work • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Preparation of living area for the elder
Module Code	N85S022BM08
Module Type	Core Competency
Duration (Hrs)	60 Hrs
Learning Outcomes	After completion of this module trainees will be able to ✓ maintain cleanliness, lighting and ventilation of the living area ensuring safety of the elder, self and others preventing cross infections and psychosocial and spiritual well-being.
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Equipment needed for elder’s living area • Purpose of preparing bed • Types of beds and mattresses • Bed making procedure. • Types of disinfectants and methods of use • Safety signs • Methods of dusting, sweeping, disinfecting and mopping • Comfort devices • Pest and insect controlling • Physical properties of the room/living area such as ventilation, temperature, lighting and humidity • Cleanliness of the living area <p>(Duration) 20 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Assignment - Make a leaflet of facilities of elder care unit (poster) • Clean client unit dusting, sweeping, mopping and sanitizing • Arrange the client unit and different type Bed making <p>(Duration) 40 Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Maintenance of personal hygienic care
Module Code	N85S022BM09
Module Type	Core Competency
Duration (Hrs)	100 Hrs
Learning Outcomes	After completion of this module trainees will be able to ➤ Attend to oral care, skin care, hair care, nail care, perineal care, eye care, foot care, pressure point care and appearance of the elder ensuring the safety and hygiene of the elder using equipment and material safely.
Learning Content	Theory: <ul style="list-style-type: none"> • Sponge bath, hair wash, oral care, skin care, back rub techniques, perineal care and foot care • Methods of using tools, equipment and materials • Complications if neglecting personal hygiene • Correct procedures in maintaining personal hygiene correctly • Knowledge in grooming and dressing • Methods of identify any change from normal (Duration) 30 Hrs
	Practical: <ul style="list-style-type: none"> • Perform Sponge bath, hair wash, oral care, skin care, back rub techniques, perineal care, foot care and pressure point care • Correct usage of tools, equipment and materials • Assignment - Write care giver note (Duration) 70 Hrs
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Maintenance of the nutritional status of the elder
Module Code	N85S022BM10
Module Type	Core Competency
Duration (Hrs)	60 Hrs
Learning Outcomes	After completion of this module trainees will be able to <ul style="list-style-type: none"> ✓ identify the digestion and absorption condition of the elder, main nutrients of the diet, types of diet and attend different methods of feeding, maintaining hygienic condition of the diet all of which are in relation to the condition of the elder.
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Types and mode of diet • Method of providing nutrients • knowledge about using feeding Equipment • Methods to prevent contamination • Signs and symptoms of choking/aspiration • Emergency care and first aid for choking/aspiration • Weight monitoring and BMI (Body Mass Index) • Checking the position of feeding tube • Feeding and tube feeding procedures • Food pyramid and special nutritional requirements for elders • Basic menu planning, preparing food and servicing • Food supplements • Feeding procedures for elders with special needs • Knowledge on Food safety and allergy • Cutleries and crockeries used for elders • Hydration and dehydration <p>(Duration) 20Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Arrange menu Planning and feeding according to the procedures • Food prepare and serving procedures • Assignment for briefly diet plan according to diseases <p>(Duration) 40Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video presentation • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Administration of medication
Module Code	N85S022BM11
Module Type	Core Competency
Duration (Hrs)	40 Hrs
Learning Outcomes	After completion of this module trainees will be able to ✓ Administer medication according to the details of the prescription and advice by health care professional.
Learning Content	<p>Theory:</p> <ul style="list-style-type: none"> • Brief introduction of drug administration methods (except IV and IM) • Standard medication Administration procedures <ul style="list-style-type: none"> ✓ 7 rights, ✓ Elder conditions ✓ Allergic reactions • Positioning elder • Drug and equipment clearing and storage methods • Type of drugs • Glucometer and insulin pen • Nebulizing and steam inhalation procedure • Measuring, calculations and dilution of drugs • Elements of pharmacopeia • Common Abbreviations and medical terms used in geriatric care • Administration procedure of oxygen via mask/ nasal prong • Knowledge of emergency drugs (TNT) • Knowledge on emergency situation (eg - hypoglycemia, unconsciousness, Fit, Chest pain, shortness of breath, etc.) • Knowledge of using pill box <p>(Duration) 20Hrs</p> <hr/> <p>Practical:</p> <ul style="list-style-type: none"> • Administrate medication <ul style="list-style-type: none"> ✓ Oral ✓ Subcutaneous (insulin pen) ✓ Topical ✓ Suppository/ pessary ✓ Instillation ✓ Nebulizing, steam inhalation and use of inhaler procedure • Use of glucometer and insulin pen • Administrate of oxygen via mask/ nasal prong • Assignment of maintain drug chart <p>(Duration) 20Hrs</p>

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Occupation/Occupational Area: Care giver (Elder)

Teaching-Learning activities	<ul style="list-style-type: none">• Lecture• Power Point presentation• Video presentation• Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	First aid and vital signs
Module Code	N85S022BM12
Module Type	Core Competency
Duration (Hrs)	80 Hrs
Learning Outcomes	After completion of this module trainees will be able to ✓ Attend basic first aid and monitor changes of vital signs and record & report where necessary ensuring safety of the elder.
Learning Content	<ul style="list-style-type: none"> • Principles, qualities responsibilities and ethics of first aider • Type and techniques of bandaging and dressing • Type of Fractures and injuries (bones, muscles, ligaments and tendons) • Type of wounds and bleeding • Type and degree/extent of burns • First aid techniques for choking, shock, faint, wounds, fracture, burns and bleeding • Updated DRS ABC and CPR techniques • Indication for CPR • Safety measures in first aid • Normal body temperature, pulse, respiration and blood pressure • Volume, rhythm, rate of pulse • Types of respiration and temperature (hyper/ hypothermia) • Deviation of vital signs • Method of maintaining body temperature • Sites of taking pulse and temperature • Proper use of measuring equipment functioning of machine (digital/manual blood pressure meter, thermometer and stethoscope) • Medical and surgical condition related to first aid and CPR • Attend unconsciousness and fit <p>Duration : 30 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Technics for first aid for choking, shock, faint, wounds, fracture, burns and bleeding • Practice DRS, Basic life support(ABC) and CPR • Technics of bandaging and dressing • Monitor vital signs • Technics for emergency Transferring appropriately • Assignment - Record keeping of emergency and first aid <p>Duration :50Hrs</p>
Teaching-Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video s presentation • Group activities

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

	<ul style="list-style-type: none">• Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

Module Title	Care of an elder and special activities for death and die
Module Code	N85S022BM13
Module Type	Core Competency
Duration (Hrs)	80 Hrs
Learning Outcomes	<p>After completion of this module trainees will be able to</p> <ul style="list-style-type: none"> ➤ Attend needs and care of an elder ➤ Identify and carryout last office care for final movement
Learning Content	<ul style="list-style-type: none"> • Active aging and adaptation • Holistic patient care • Healthy lifestyle and health promotion in old age • Age friendly environments and aging in place • Common Geriatric problems signs, symptoms, prevention and treatments • Global and local trends in Geriatric problems • Patient assessment techniques and care planning • Care monitoring, recording and reporting • Patient and family education and advising • Special situations, signs, symptoms, process of grieving, death and dying • Common disabilities in elders and their prevention and management • Retirement planning advice • Sleeping disturbance • Hot and cold applications and comfort measures • Sterile techniques (Boiling / Steaming) • Collecting specimens and urine testing methods • Knowledge of elimination • Varies type of wound and dressings • Knowledge of using instruments such as, sucker, air way, oxsigine supply • Knowledge of active and passive exercises • Knowledge of legal aspects of estate of the the dying and dead elder (ethical behavior of care giver) • Preparation of dead body • Inquest, postmortem, death declaration, handing over of property • Inform relations • Signs and symptoms of dying person • Catheter/ stoma care • Tender loving care techniques <p>Duration 40 Hrs</p> <p>Practical:</p> <ul style="list-style-type: none"> • Technics of assessment care planning • Care recorde and reporte • Manage bed sore and pressure point care

National Competency Standards and Curriculum
 Occupation/Occupational Area: Care giver (Elder)

	<ul style="list-style-type: none"> • Active and passive exercise • Prepare of dead body • Assignment - final reporting of care plan report <p>(Duration) 40Hrs</p>
Teaching- Learning activities	<ul style="list-style-type: none"> • Lecture • Power Point presentation • Video s presentation • Group activities • Demonstration
Assessment weightage	Formative Assessment + Summative Assessment

ASSESSMENT GUIDE

The candidate will be provided with all facilities, equipment, material and documentation required as outlined in this unit.

Forms of assessment

Continuous assessment/ holistic assessment is suitable to assess the competencies of a Industrial Mechatronics Technician with regard to this unit.

Assessment context

This unit may be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone.

Assessment conditions

The candidate will be provided with all instruments, equipment, material and documentation required as outlined within this unit.

The candidate will be permitted to refer the following documents

- Relevant workplace procedures
- Relevant product manufacturer's instructions
- Relevant manuals, standards and reference material
- Relevant sections of factories ordinance and its regulations

The candidate will be required to

- Orally or by other modes of communication, answer questions asked by the assessor
- Identify superiors, assigned for collection of competency evidence where appropriate
- Obtain evidence of off the job learning & training related to this unit

The assessor must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria and that he / she possesses the required underpinning knowledge and skills.

Special notes

During the assessment the candidate shall

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and efficient working environment
- Take responsibility for the quality of his / her own work

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

- Plan tasks and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Use accepted techniques, practices and procedures in line with work place standards

Tasks involved shall be completed within reasonable time frames related to typical work place activities.

Resources required for assessment

These include material, tools, equipment and machines listed within this unit.

Tools, Equipment and Material	Ratio 20 apps (Equipment/Tools: Trainees)
01. Manual or automatic adjustable Hospital bed with safety railings and mattress	4
02. Linens and pillows and a mackintosh required for bed making	set 16
03. Blanket	2
04. Bed side locker	4
05. Wheel chair	4
06. Walking frame	4
07. Clutches -set	set 4
08. Walking stick	4
09. Thermometers	20
10. Manometers (BP Apparatus) -	4
11. List of items required for bed bath/sponge bath, mouth care, nail care, perineal care and washing of a bed ridden patient -	set 4
12. Diapers, bed pan, urinal, urinary catheter (condom and foley)	set4
13. Bins to sort different waste materials (kitchen, body waste, infected, sharp ect..)	12
14. Brooms, mops, dusters, vacuum cleaners, disinfectants and other cleaning chemicals,	set 2
15. General kitchen equipment set (cooker, grinder/blender, oven, electric kettle, ect..)	set 2
16. Naso gastric and other feeding tubes (PEG), colostomy bag	set 2
17. Set of crockery and cutlery items for organizing and feeding client (plates, cups, measuring cups, bins ect..)	set 2
18. Set of items required for oral drug administration (measuring cups, spoons ect..)	set 2
19. Set of equipment required for eye, ear and nasal drops.	set 2
20. Set of equipment required for inhalation and oxygen therapy (inhaler, Oxygen mask and a cylinder ect..)	set 2
21. Examples of topical drugs, ointment, cream ect.. and suppository	set 2
22. Medication box	set 4
23. Glucometer	4
24. insulin pen	2
25. IV drip set	2
26. Nebulizer and a suction apparatus	2
27. Full body/half body manikin/dummy	2
28. Emergency patient stretcher	1
29. Cotton rolls, eye pads, tweezers, rope, blankets, gauze pads and rolls with different width, roller	set 4

National Competency Standards and Curriculum
Occupation/Occupational Area: Care giver (Elder)

bandages with different width, triangular bandages	
30. Splints	set 4
31. First aid manual	4
32. Air mattress	1
33. hot and cold compress	4
34. , disposable glove	box 4
35. forceps, kidney trays	4
36. Physiotherapy equipment and recreation equipment/materials	set 4
37. Anatomy charts of human body all system	1 (12 chart)
38. Artificial human skeleton	1
39. Hoister	1
40. First Aid box	1
41. Ambu bag	2
42. Stethoscope	4
43. PPE set	4
44. Dressing Scissor	4
45. Forceps	4 strait artery , 4 curved artery
46. Tongue depressor	4
47. Drum	1
48. Chattel forcep with jar	1
49. Sterilizer	1
50. Torch	1
51. Sucker	1
52. Trolley	2
53. Measuring tape and weighing scale	2
54. Hearing aid, spectacle (reading and bifocal)	2
55. Manual or automatic adjustable Hospital bed with safety railings and mattress	4
56. Linens and pillows and a mackintosh required for bed making	set 16