CARE GIVER (Elder)

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Competency Standards Code:
Source: National Competency Standard

National Certificate at NVQ Levels in the occupation of Guest Relation Agent

will be awarded to those who are competent in
Units 1+2+3+4+5+6+7+8+9+10+11+12+13 **- = NVQ Level 4**



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Unit of competency	Element Number	Elements of Competence
1) Practice occupational health and safety measures U01	**1.1**	Follow workplace health and safety procedures
	1.2	Follow workplace emergency procedures
	1.3	Adhere to good environmental practices
2) Carryout workplace communication U02	**2.1**	Apply oral communication at work place
	2.2	Apply non-verbal communication
	2.3	Apply written communication and signage
	2.4	Respond positively to individual differences
3) Apply workplace literacy and numeracy U03	**3.1**	Identify literacy and numeracy demands of the workplace
	3.2	Apply a range of skills that support workplace literacy and numeracy
4) Work in teams U04	**4.1**	Communicate with team members
	4.2	Participate in team work activities
5) Maintain the relationship with the Elder U05	**5.1**	Communicate appropriately with the elder
	5.2	Establish and maintain good interpersonal relationship with the e
	5.3	Act in a respectful manner at all times
	5.4	Evaluate own work to maintain a high standard of the elder care client service
6) Identify physical, mental, social and spiritual changes in old age and promote wellbeing U06	**6.1**	Identify physical changes
	6.2	Identify mental and social changes
	6.3	Promotion of wellbeing
7) Attend domestic affairs of the elder U07	**7.1**	Purchase goods and obtain services
	7.2	Handle expenses of the elder
	7.3	Attend home safety
	7.4	Arrange recreational activities of the elder
	7.5	Accompany the elder for medical care
	7.6	Prepare basic meals/ refreshments according to the due diet
	7.7	Perform laundry activities for the elder
	7.8	Handle solid waste
8) Prepare living area of the elder U08	**8.1**	Clean the living area
	8.2	Prepare the bed and living area
9) Maintain personal hygiene and appearance of the elder U09	**9.1**	Attend to oral care
	9.2	Attend to skin care/ nail care
	9.3	Attend to perineal care
	9.4	Attend to foot care
	9.5	Undress and dress the elder
	9.6	Attend to hair care
	9.7	Attend to grooming of the elder

Unit of competency	Element Number	Elements of Competence
10) Maintain Food and nutrition of the elder U010	10.1	Identify diet according to the condition of the elder
	10.2	Order/prepare the due diet of the elder
	10.3	Feed elder
	10.4	Clean the elder, equipment and unit after feeding
	10.5	Record consumption of the food by the elder
11) Administration of medication U011	11.1	Administer oral drugs
	11.2	Administer insulin (using insulin pen)
	11.3	Instill eye, ear and nasal drops
	11.4	Give inhalation and assist for nebulization
	11.5	Apply topical medication
	11.6	Administer suppositories and pessaries
	11.7	Store drugs
12) Attend First aid and vital signs	12.1	Perform First aid
	12.2	Perform Cardio Pulmonary Resuscitation (CPR) and basic life sup
	12.3	Check temperature, pulse and respiration
	12.4	Check blood pressure
13) Care of an elderly person	13.1	Acknowledge and assess problems
	13.2	Attend mobilization, sleep and rest
	13.3	Attend elimination
	13.4	Prevent and Attend to bed sore and pressure point care
	13.5	Care of elders with common NCDs
	13.6	Active aging, adaptation and health promotion
	13.7	Care of dying client and death