

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Clinical Care
Skills Category	Specimen Collection
Skills Standard Title	Perform specimen collection
Skills Standard Descriptor	Perform specimen collection including urine, stool and sputum
Skills Proficiency Level	Level 1 <i>Previously 'Basic II' under CCSSF</i>
Source Code	CCSSF-CC-SC-2001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Types of information to be collected for specimen collection, which may include: ○ Personal information ○ History of events (e.g. hydration, etc) • Purpose of performing specimen collection, which may include: ○ Routine ○ Blood in urine / stool ○ Signs of abnormalities ○ Doctor's orders ○ Home visits ○ Culture • Specimen collection guidelines relating to: ○ Stool sampling (e.g. various spots) ○ Urine sampling (midstream, etc) ○ Sputum sampling ○ Timing for dispatch of sample • Measurement tools used in relation to specimen collection, which may include: ○ Stools chart ○ Specimen collection containers ○ Measuring containers ○ Test strips • Infection control guidelines in relation to (not limited to): ○ Using PPE ○ Sanitising of hands ○ Disposal of hazardous materials • Documentary requirements for specimen collection, which may include:

	○ Forms ○ Labels ○ Information documented ● Organisational policies in relation to: ○ Communicating with client ○ Using measurement tools ○ Reporting abnormalities ○ Recording information on specimen collection ○ Applying infection control practices ○ Documenting specimen collection results ○ Maintaining client confidentiality and dignity ● Standard precautions, which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling clients with infection ○ Outbreak ○ Hand hygiene ● Relevant legal and/or industrial requirements in relation to support care functions, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health)
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: ● Interpret orders for specimen collection in consultation with qualified healthcare professional (where required) ● Communicate with client in accordance with policies and procedures, which includes: ○ Asking for personal identify information ○ Explaining the processes of collection (e.g. mid stream, etc) ○ Assuring client ● Use measurement tools in accordance with product specifications and infection control guidelines ● Report abnormalities in accordance with reporting guidelines (i.e. descriptions, colours, etc.) ● Record information on specimen collection in accordance with organisational procedures ● Apply infection control practices in accordance with organisational policies and procedures ● Reinstate all tools and equipment used in relation to specimen collection (e.g. cleaning, replacement of

	consumables, etc.) • Document specimen collection results in accordance with organisational requirements
Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Interpret orders for specimen collection • Use the correct tools for specimen collection • Report abnormalities in accordance with reporting guidelines • Apply infection control practices • Complete reports / documents in accordance to legal requirements, organisational policies and procedures