

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Personal Care
Skills Category	Instrumental Activities of Daily Living
Skills Standard Title	Support client for Instrumental Activities of Daily Living
Skills Standard Descriptor	Support client for Instrumental Activities of Daily Living, encouraging client participation whenever possible to maximize independence. Recognize boundaries and consult relevant personnel when needed.
Skills Proficiency Level	Level 1 <i>Previously 'Basic II' under CCSSF</i>
Source Code	CCSSF-PC-IAODL-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: • Instrumental Activities of Daily Living • Basic Activities of Daily Living • Importance of being able to perform Instrumental Activities of Daily Living • Instrumental Activities of Daily Living, which may include: ○ Shopping ○ Cooking ○ Managing medications ○ Using the phone and looking up numbers ○ Doing housework ○ Doing laundry ○ Driving or using public transportation ○ Managing finances • Purpose of assessment of Instrumental Activities of Daily Living, which may include: ○ Assessing need for support to overcome difficulties in performing Instrumental Activities of Daily Living • Types of functional assessments, which may include (not limited to): ○ Functional assessment report (FAR) • Support activities for Instrumental Activities of Daily Living, which may include: ○ Accompanying client to purchase daily necessities ○ Basic home maintenance (e.g. cleaning) ○ Moving around • Ethical principles in relation to supporting clients who may

	not be able to fulfil Instrumental Activities of Daily Living, which may include: ○ Borrowing money ○ Laziness to take effort in performing Instrumental Activities of Daily Living • Opportunities to promote client independence in performing Instrumental Activities of Daily Living, which may include: ○ Short trips ○ Small tasks ○ Enjoyable tasks ○ Encouragements ○ Rewards for completion of tasks • Organisational policies and procedures relating to: ○ Providing support activities for client who are reported to be unable to fulfil instrumental activities of daily living ○ Supporting and promoting client independence in taking on instrumental activities of daily living ○ Reporting deterioration or contingencies by escalating to relevant stakeholder ○ Completing documentation • Provisions of National Infection Prevention and Control Guidelines for Long Term Care Facilities (2018), which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling clients with infection ○ Outbreak ○ Hand hygiene • 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: • Provide support activities for client who are reported to be unable to fulfil Instrumental Activities of Daily Living in accordance with organisational policies and procedures • Support and promote client independence in taking on instrumental activities of daily living in accordance with organisational policies and procedures • Report deterioration or contingencies by escalating to relevant stakeholder on necessity for alternative

	interventions in accordance with organisational policies and procedures • Apply professional ethics in working with clients who are not able to perform Instrumental Activities of Daily Living independently • Complete documentation in accordance to organisational policies and procedures
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: • Provide support activities for client who are reported to be unable to fulfil instrumental activities of daily living in accordance with organisational procedures • Support and promote client independence in taking on instrumental activities of daily living in accordance with organisational procedures