

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Therapy
Skills Category	Client Assessment Support
Skills Standard Title	Assess and Document Client's Condition*
Skills Standard Descriptor	Assess and prepare report on client's condition for therapist.
Skills Proficiency Level	Level 3 <i>Previously 'Advanced' under CCSSF</i>
Source Code	CCSSF-T-CAS-4002-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Client's condition which may include (not limited to): ○ Functional decline ○ Impairment and disability ○ Medical condition • Client's mood which may include (no limited to): ○ Cheerful ○ Temperamental • Environmental condition which may include (not limited to): ○ Poor lighting ○ Noise ○ Necessary signboards • Documentation process. • Gathering feedback process. • Assessment model used in assessing clients • Checklist for assessing and documenting client's condition. • Organisational policies and procedures which may include (not limited to): ○ Assessing and documenting clients' condition ○ Communicating with client ○ Incident management ○ Reinstating all tools and equipment used • 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 patients 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) o Allied Health Professions Council (AHPC) guidelines on supervision and delegation of tasks to therapy support staff
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: • Obtain assessment on client condition from therapist in accordance with organisational procedure. • Analyse client condition in consultation with therapist in accordance with organisational procedure. • Greet client and introduce self in accordance with organisational procedure. • Assess client condition which may include (not limited to) in accordance with organisational procedure. - o Sickness - o Physical/Functional status • Gather feedback from client on his condition in accordance with organisational procedure. • Discuss feedback from client on client's condition with therapist in accordance with organisational procedure. • Document client's condition in a report in accordance with organisational procedure. • Discuss the documentation report with therapist to finalise for endorsement in accordance with organisational procedure.
Person-Centred Care <i>This refers to having a person centred care mind set to drive the care giver 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 • To be mindful of client's need of reassurance
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 assess and document client's condition in a manner that is respectful of client's dignity, taking into consideration his/her condition, preferences and comfort level.