

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Therapy
Skills Category	Training for Independent Living
Skills Standard Title	Perform Basic Activities of Daily Living/ Instrumental Activities of Daily Living (BADL/IADL) Retraining
Skills Standard Descriptor	Recognise and report common causes for BADL/IADL changes. Assist client in BADL/IADL retraining as prescribed by therapist
Skills Proficiency Level	Level 1 <i>Previously 'Basic II' under CCSSF</i>
Source Code	CCSSF-T-TFI-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: • Basic Activities of Daily Living (BADL) which may include (not limited to): ○ Bathing ○ Dressing ○ Grooming ○ Personal hygiene ○ Toileting ○ Transferring bed/chair ○ Walking aids ○ Feeding • Instrumental Activities of Daily Living (IADL) which may include (not limited to) ○ Shopping ○ Money managing ○ Cooking ○ Managing medications ○ Using the phone and looking up numbers ○ Doing housework ○ Doing laundry ○ Driving or using public transportation ○ Managing finances ○ Purpose of BADL /IADL retraining • Safety Precautions in BADL /IADL retraining. • Client condition which may include (not limited to): ○ Functional status ○ Medical condition ○ Client with attachment • Surroundings • Facilities and equipment • 7 levels of assisting client which may include (not limited to): ○ Independent ○ Supervision ○ Contact guard ○ Minimum

- Moderate
- Maximum
- Dependent

- Strategies in performing BADLs/IADLs which may include (not limited to):
 - Feedback
 - Demonstration
 - Doing set-up
 - Logistics
- Assistive devices
- Clients various condition to consider in performing BADLs/IADLs which may include (not limited to):
 - Clients with strokes
 - Amputees, etc.
- Process of incident reporting to therapist which may include (not limited to) on:
 - Client
 - Situations
- Organisational policies and procedures which may include (not limited to):
 - Performing basic Activities of daily Living (BADLs)/ Instrumental activities of Daily Living (IADLs) retraining
 - Communicating with client
 - Incident management
 - Assisting in interventions in consultation with qualified personnel
 - 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)
 - 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: • Greet client and introduce self in accordance with organisational procedure. • Prepare client for BADL/IADL activities in accordance with organisational procedure • Explain to client the BADL/IADL activities to be performed following guidelines on process, care and safety. • Seek inputs from client of readiness and comfort level of client in accordance with organisational procedure. • Provide assistance to clients with any of the 7 levels of assistance in accordance with organisational procedure. • Assist in setting up for BADL/IADL activities in accordance with organisational procedure. • Check surroundings for conditions suitable for carrying out BADL/IADL activities in accordance with organisational procedure. • Prepare clients for BADL/IADL retraining based on activities identified by therapist in accordance with organisational procedure. • Seek advice from therapist on any changes to BADL/IADL activities in accordance with organisational procedure. • Observe client performing BADL/IADL activities with supervision and guidance in accordance with organisational procedure. • Keep records properly of BADL /IADL activities performed 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 perform BADL/IADL retraining in a manner that is respectful of client's dignity, taking into consideration his/her condition, preferences and comfort level.