

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Administration and Operations
Skills Category	Equipment and Machine Maintenance
Skills Standard Title	Perform Basic Equipment and Machine Operations
Skills Standard Descriptor	Perform simple steps to operate basic equipment and machines at workplace
Skills Proficiency Level	Level 1 <i>(Previously 'Basic II' under CCSSF)</i>
Source Code	CCSSF-AAO-EMM-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: • Definition of medical equipment and therapy equipment. • The importance of equipment maintenance and record keeping • Types of equipment and machines and its applications that are being used by the organization, which include (not limited to): ○ Care equipment: e.g. stethoscope, mobility aides, gym equipment, ceiling hoist for client, exercise equipment, pull trolleys, blood pressure monitor, thermometer etc. ○ Non-care equipment: e.g. kitchen equipment (such as blender), trolleys, home appliances (such as TV, projector) ○ Machine: e.g. mobile CT scan machine, ECG machine • Organizational policies and procedures relating to: ○ Use of the above medical equipment and machine ○ Report faulty machine/equipment ○ Seek verification on instructions from qualified healthcare personnel • 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 ○ Cluster ○ Hand hygiene • Relevant legal and/or industrial requirements in relation to support the use of equipment and machines, 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: • Prepare equipment, medical instruments in accordance to the organizational policies and procedures. • Prepare requisites and the environment for safe and effective usage of equipment and/or medical instruments in accordance to the organizational policies and procedures. • Operate the following with safety precautions and in accordance to manufacturer's specifications and organizational policies and procedures: ○ Care equipment: e.g. stethoscope, mobility aides, gym equipment, ceiling hoist for client, exercise equipment, pull trolleys, blood pressure monitor, thermometer etc. ○ Non-care equipment: e.g. kitchen equipment (such as blender), trolleys, home appliances (such as TV, projector) ○ Machine: e.g. mobile CT scan machine, ECG machine • Conduct visual inspection on equipment and machines. • Perform basic functionality checks of equipment and machines. • Check wires, connectors etc to ensure no leakages or loose connection. • Perform routine maintenance of equipment and machines. • Identify potential safety hazards. • Report malfunctions or faulty machine /equipment to person-in-charge to ensure all equipment are in a good state of repair at all times. • Acquire and seek verification on instructions from qualified healthcare personnel in accordance to the organizational policies and procedures. • Reinstate all tools and operating equipment used in relation to disposing waste (e.g. cleaning, replacement of consumables, etc) • Check to ensure serviceability of the equipment and machines used. • Clean work area (e.g. floor, bed, furniture etc) after the process.
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 respecting by being aware of the 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: • Operate basic medical equipment and machines in accordance to the manufacturer's specifications and organizational policies and procedures, and in a manner that is respectful of client's dignity, taking into consideration his/her condition, preferences and comfort level.