

Social Welfare Department
Training Subsidy Scheme for Staff of Residential Care Homes (2024-27)

Course contents and related requirements
Advanced Training for Health Workers

Introduction

Social Welfare Department (SWD) has implemented a 5-year Training Subsidy Scheme for Staff of Residential Care Homes (Scheme) since 2019 to provide full subsidies for home managers, health workers and care workers of all RCHEs and RCHDs in the territory to enrol in QF-recognised training courses. After assessing the effectiveness of the Scheme and considering the views of the sector, SWD had obtained additional resources to extend the Scheme by 3 years (i.e. from 1 April 2024 to 31 March 2027) to subsidise more RCH staff to enrol in the related training courses.

2. The content of the “Advanced Training for Health Workers” is applicable to RCHEs and RCHDs. Trainees nominated by the RCHs who successfully complete the course recognised by SWD within the specified timeframe and receive graduation certificates from the training institutes (TIs) will be eligible for reimbursement of the course fees by the government.

Course Accreditation

3. The “Advanced Training for Health Workers” provided by any TI must obtain the course accreditation from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) (except for courses provided by self-accrediting institutions), to prove that it meets the requirements of Level 3 of Qualifications Framework (QF), to become the SWD-approved course.

Course Hours and Instructor Qualification

4. The “Advanced Training for Health Workers” includes no less than 8

Qualification Framework (QF) credits (with a total time of no less than 80 learning hours), of which the total face-to-face classroom hours must be no less than 24 hours, and including different modes of non-face-to-face (e.g. hours for completing assignments, skills practice, self-study or on-line learning etc.), trainee must complete the course within 6 months. TIs are required to have experiences in organising Training for Health Workers and arrange instructors with relevant professional qualifications and experiences (including social workers, general/psychiatric nurses, doctors, pharmacists, physiotherapists/occupational therapists) to teach related topics.

Subsidy Amount

5. The government will fully subsidise the qualified trainees to enrol to the “Advanced Training for Health Workers”. Throughout the entire period of the Scheme, the maximum amount of subsidy for each trainee is HK\$3,000. TIs are not allow to charge course fees beyond the maximum amount of the subsidy or other fees.

Admission Criteria

6. Trainee must be a HW working in RCHE or RCHD.

Requirements for the Award of Graduation Certificate

7. Trainee must attend no less than 80% of course lectures, and passed the overall assessment (i.e. no less than 60%) to be conferred with a graduation certificate from the TI.

Course Outline

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<u>Formulate Care Plans</u> <ul style="list-style-type: none"> ♦ The skills required and relevant assessment tools for basic personal care ♦ The care principle under evidence-based practice ♦ Design and implement personalized care measures ♦ Train and guide responsible employees to understand, master and implement care guidelines 	2	Monitor the Personal Basic Care Plan 106006L4 (p.53)	
<u>Handle Accidents</u> <ul style="list-style-type: none"> ♦ The types, causes, symptoms, accessing methods and management of fracture ♦ The causes, symptoms and management of airway obstruction ♦ First-aid on mental health (including understand the factors that may cause mental crisis, identify and assess the risk of self- 	5	Handle Suspected Fracture 106077L3 (p.152) Handle Choking 106078L3 (p.154) Perform Mental Health First Aid 106080L4 (p.157)	

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<p>harm and harm to others in people experiencing severe frustration, offer proper immediate assistance and emotional support, arrange or assist in seeking medical advice or treatment)</p> <ul style="list-style-type: none"> ♦ Handling accidents or injury incidents (including to access the condition of injured and measure the vital signs, call ambulance, seek advice from medical professionals, handle injury incidents according to relevant guidelines of the institution, inform family members and relevant government departments, follow up and record the incident) 			
<p><u>Skin Care</u></p> <ul style="list-style-type: none"> ♦ The causes of pressure sores, the common sites and stages of pressure sores 	2	Assess the Risk of Pressure Sores 106054L3 (p.124)	

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<ul style="list-style-type: none"> ♦ Methods of accessing risk of pressure sores ♦ Use appropriate scoring scale 			
<u>Management of Medications</u> <ul style="list-style-type: none"> ♦ Basic knowledge of medications (including different classes of medications, their actions, side effects, common dosage and routes of administration) ♦ Conduct proper nursing care procedures of topical medication and apply topical medication properly ♦ Manage medications (including storage of medication, prepare medication, verify medication, distribute medication, documentation of medication, and ensure to be handled by qualified staff) ♦ Quality assurance mechanisms 	4	Administration of Topical Medications 106030L3 (p.93)	Supplementary teaching materials beyond the UoCs will be required when teaching Medication Management and Quality Assurance Mechanisms (may take reference to the “Guidelines on Drug Management in Residential Care Homes” jointly edited by the SWD, Department of Health and Hospital Authority)

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
(including regular comprehensive review of medication and medication risk management)			
<u>Special Care</u> <ul style="list-style-type: none"> ♦ The basic pathological process of diabetes ♦ The skills in measuring blood glucose and glucose level in urine ♦ Procedures to monitor blood glucose level and glucose level in urine ♦ Knowledge related to the care for colostomy (including the common indications and purposes of colostomy, the normal condition of colostomy, required appliances and equipment for the care for colostomy) ♦ Care measures of colostomy ♦ Procedures and care for using a 	6	<p>Monitor Blood Sugar and Urine Glucose levels 106058L3 (p.129)</p> <p>Perform Colostomy Care 106064L3 (p.136)</p> <p>Perform Tube Feeding 106065L3 (p.137)</p>	

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
nasogastric tube			
<u>Use of Restraint</u> <ul style="list-style-type: none"> ♦ The principles and methods of avoiding the use of restraint devices ♦ The procedures, safety measures and monitoring of using restraint devices 	3		May take reference to paragraph 12.7 of Chapter 12 and Annex 12.4 in the “Code of Practice for Residential Care Homes (Elderly Persons)” and the “Code of Practice for Residential Care Homes (Persons with Disabilities)”
<u>Care for patients with dementia</u> <ul style="list-style-type: none"> ♦ Skills in communication with patients with dementia ♦ Handling and methods of managing the emotions and behaviour of patients with dementia 	2		May take reference to the following UoC: “Communicate with Elderlies with Dementia” (106059L3); and paragraph 12.9 of Chapter 12 in the “Code of Practice for Residential Care Homes (Elderly Persons)”

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
Total face-to-face classroom hours	24		

Assessment Method

Practical examination and Workplace Assessment	<ul style="list-style-type: none"> ▪ Classroom practical examination (60%) <ul style="list-style-type: none"> – The duration of the practical examination should be no less than 30 minutes – Compulsory topics must include – <ul style="list-style-type: none"> – Care for colostomy – Use of the nasogastric tube – Each trainee is allowed one opportunity to retake the examination ▪ Arrange trainees to conduct workplace assessments on the topic of care skills at the RCHE or RCHD where they are working (40%)
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