

PERFORM HOME BASED CARE AND SUPPORT

UNIT CODE: COD/OS/SW/CR/08/5/A

UNIT DESCRIPTION

This unit covers competencies required to identify community needs, assess community needs, analyse stakeholders, identify individual needs, develop an individual care plan, implement individual care plan, monitor and document home based care activities

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
1. Identify community needs	1.1 Community leadership structures are identified as per SOPs 1.2 Introductory meetings with the community are conducted as per organization policy 1.3 A needs assessment tools are identified and implemented as per organization policy 1.4 A needs assessment is carried out as per the organization policy 1.5 Report is prepared as per the needs assessment
2. Assess community needs	2.1 Assessment tools are developed in collaboration with the ministry of health as per SOPs. 2.2 Targeting of the beneficiaries is done as per organization policy 2.3 Assessment tools are administered as per SOPs 2.4 Data collected is analyzed as per SOPs. 2.5 Assessment report is prepared as per organization policy 2.6 Dissemination of report findings is carried out as per organization policy
3. Analyze stakeholders	3.1 Local and external stakeholders mapping and analysis is done as per organisation policy 3.2 Stakeholders directory is prepared as per organisation policy 3.3 Mobilization of resources in collaboration with the stakeholders is done as per organisation policy
4. Identify individual needs	4.1 Assessment team is identified as per organization policy 4.2 Identification and engagement of community partners is carried out as per organization policy 4.3 Assessment tools are identified and implemented with the partners 4.4 Data collected is analysed as per organization policy

	4.5 Setting of health priorities is carried out based on the assessment findings
5. Develop an individual care plan	5.1 Data collected is analysed as per organization policy 5.2 Setting of health priorities is carried out based on the assessment findings 5.3 <i>Individual care plans</i> are developed in collaboration with ministry of health as per SOPs,
6. Implement an individual care plan	6.1 Resources are allocated based on the care plan 6.2 Individual Plan is implemented based on the allocated resources
7. Monitor home based care and support activities.	7.1 Indicators aligned to the individual care plan are identified as per SOPs, 7.2 Indicators are tracked based on the care plan 7.3 Indicators are analysed based on the care plan 7.4 Report is prepared as per organisation policy 7.5 Necessary referrals are executed as per SOPs
8. Document home based care and support activities	8.1 Documentation procedures are identified as per SOPs 8.2 Documents are stored as per organisation policy 8.3 Documentation plan prepared as per the organization policy. 8.4 Documentation tools are prepared as per the documentation plan. 8.5 Documentation analysis is conducted as per the organization policy.

RANGE OF VARIABLES

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Individual care plans (ICP)	May include but not limited to: <ul style="list-style-type: none"> • Assessment of the client/patient’s needs • Identification of effective interventions • Identification of resources • Resource allocation • Review of ICP

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

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Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to identify community health structures 1.2 Demonstrated ability to map relevant partners 1.3 Demonstrated ability to establish collaborative partners 1.4 Demonstrated ability to develop assessment tools for home based care needs assessment 1.5 Demonstrated ability to collect data and prepare reports 1.6 Demonstrated ability to identify and mobilise resources required for home based care 1.7 Demonstrated ability to develop and implement individual care plan 1.8 Demonstrated ability to develop, implement and monitor advocacy plan 1.9 Demonstrated ability to identify indicators aligned to the individual care plan 1.10 Demonstrated ability to execute referrals 1.11 Demonstrated ability to document home based care and support activities
2. Assessment Resource Implications	The following resources should be provided: 2.1 A functional office 2.2 A fully equipped simulated operations training office
3. Methods of Assessment	Competency in this unit must be assessed through 3.1 Written tests 3.2 Observation 3.3 Oral tests 3.4 Third party report
4. Context of Assessment	Competency may be assessed individually 4.1 on-the-job 4.2 off-the-job 4.3 combination of both
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.