

OJT LIST OF COMPETENCIES

Course Title: Work-Study Diploma in Patient Management & Services **Level:** Diploma

Note:

Companies must be able to provide at least 75% of the List of Competencies (standard) to be eligible to participate in the OJT programme. If they are unable to meet 75% of the List of Competencies (standard), they could propose company-specific competencies [up to 25% of the List of Competencies (standard)] to be covered, to meet the course requirements. Competencies which companies could provide in the List of Competencies (Standard) + competencies listed under Company-Specific Competencies then form the Agreed OJT List of Competencies.

Trainees must complete at least 75% of the competencies listed in the Agreed OJT List of Competencies. Approval must be obtained from ITE before the company-specific competencies could be implemented.

S/n	List of Competencies (Standard)	Company to indicate '✓' it is able to provide
1.	Perform patient registration	
2.	Arrange for patient admission	
3.	Perform patient discharge	
4.	Prepare consultation room	
5.	Perform pre-assessment procedure	
6.	Perform room assisting	
7.	Implement prevention measures	
8.	Implement workplace control measures	
9.	Manage infectious spills and waste	
10.	Process subsidies and schemes at outpatient settings	
11.	Provide financial counselling for inpatient/day surgery	
12.	Manage enquiry and feedback	
13.	Manage incidents of risk	
14.	Manage patient data security and privacy	
15.	Perform data collection	
16.	Perform data analysis	
17.	Perform data visualisation	
18.	Conduct pre-consultation	
19.	Conduct post-consultation	
20.	Manage falls prevention	
21.	Facilitate patient feeding	
22.	Facilitate patient mobility	
	Total No. of Competencies (Standard) that Company can provide	

S/n	Company-Specific Competencies	
1.		
2.		
3.		
4.		
5.		

S/n	Company-Specific Competencies	
6.		
7.		
8.		
9.		
10.		
	Total No. of Company-Specific Competencies Proposed	

Note: Competencies proposed by company must be endorsed by ITE.