



# **STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN (NATIONAL OCCUPATIONAL SKILL STANDARD)**

**MP-051-1**

***Midwifery Aide*  
Pembantu Perbidanan**

**LEVEL 1**



**JPK**

**Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia**

# STANDARD PRACTICE

## NATIONAL OCCUPATIONAL SKILL STANDARD (NOSS) FOR

MIDWIFERY AIDE	- LEVEL 1
SENIOR MIDWIFERY AIDE	- LEVEL 2
SUPERVISOR MIDWIFERY AIDE	- LEVEL 3

### 1. INTRODUCTION

- 1.1 This NOSS document shows the structured career path of Midwifery Aide. It provides structured set of activities that enables a person who aspires to achieve competency in this particular occupation, ultimately enhancing her on a career in Health care sector. The NOSS was developed by JPK together with the industrial and subject matter experts and is due to the current demand in sound industry. This NOSS document shall be used as a basis for training and assessment by training providers in Malaysia.
- 1.2 Standard Practice and Standard Content are part of NOSS document. This Job Titles being develop are based on the Occupational Analysis. This document covers only the requirements of competency standard for Dialysis Aide personnel Level 1, 2 and 3 that are currently the priority in Health Care industry. The panel of experts concluded that this job area requires significant range of varied work activities, performed in a variety of context. Hence structured training is essential in order to produce skilled workers in this industry.
- 1.3 The rationale for developing the new NOSS is shortage of skill workers in this field due to Health care sector request. NOSS is essential in order to ensure that skilled workers trained comply with the standards set by the industry. It is also used as a basis to develop training and assessment standards.
- 1.4 Occupational Analysis Table

LEVEL	Midwifery Aide
4	NIL
3	Supervisor Midwifery Aide
2	Senior Midwifery Aide
1	Midwifery Aide

## 2. OCCUPATIONAL DEFINITION

NOSS is defined as a specification of the competencies expected of a skilled worker who is gainfully employed in Malaysia for an occupational area and level and a path to acquire the competencies.

### **SKM LEVEL 1:**

**(Operational and Production Level)** Competent in performing a range of varied work activities most of which are routine and predictable.

### **SKM LEVEL 2:**

**(Operational and Production Level)** Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine individual responsibility and autonomy.

### **SKM LEVEL 3:**

**(Supervisory Level)** Competent in performing a broad range of varied supervisory activities, advisory and managerial. Performed in a variety of contexts hands on and competent in handling Dialysis machine. Most of which are complex. There is considerable responsibility and autonomy and control or guidance of others is often required.

### **SKM LEVEL 4: (KIV)**

**(Technical Level)** Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility for the work of others and allocation of resources is often present.

### **SKM LEVEL 5:**

**(Managerial Level)** Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

### 3. MALAYSIAN SKILL QUALIFICATIONS

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 1, 2 and 3. Level 4 and 5 shall be awarded with Diploma Kemahiran Malaysia and Diploma Lanjutan Kemahiran Malaysia respectively.

### 4. MALAYSIAN SKILLS QUALIFICATIONS

At the moment, no industrial or formal professional recognition is given in this industry.

### 5. NATURE OF WORK

**Midwifery Aide** is designated to perform excellent skills in handling mothers and babies in Obstetric Care.

In particular he/she :

1. Register Patient For Admission
2. Prepare patient's Bed
3. Measure Patient's Weight
4. Measure Patient's Height
5. Perform Urine Testing
6. Transfer Patient To Destination
7. Prepare Delivery Bed
8. Perform Bed Bath
9. Perform Tepid Sponge
10. Feed Helpless Patient
11. Measure Patient's Intake
12. Measure Patient's Output
13. Assist in Assembling Phototherapy Equipment
14. Perform Hand Wash

15. Tidy Up Store
16. Collect Indented Items From Store
17. Dispatch Items to Central Sterile Supply Unit
18. Dispatch Patient's Document To Record Office
19. Indent Specimen Container From Laboratory
20. Dispatch Specimen to Laboratory

**Senior Midwifery Aide** is designated to perform in excellent skills in handling mothers and babies in Obstetric Care. Midwifery equipment preparation, perform good governance for quality service in the work place. On the aspect, she is as a Role Model and Mentor for junior Midwifery Aide.

In particular she/he:

1. Perform Unit Orientation
2. Order Patient's Diet
3. Count Patient's Respiration Rate
4. Count Patient's Pulse rate
5. Measure Blood Pressure
6. Measure Patient's Temperature
7. Check Oxygen Saturation Level
8. Prepare Delivery Trolley
9. Prepare Equipment For Delivery
10. Give Retention Enema
11. Perform Skin Preparation Pre Operatively
12. Assist in Perineal Wound Care
13. Perform Sitz Bath
14. Give Bed Pan To Non Ambulating Patient
15. Collect Urine C&S
16. Perform Baby Bath
17. Perform Top & Tail
18. Handle Contaminated Linen
19. Handle Contaminated Equipment
20. Prepare Requirement for Infectious Disease
21. Update Store Items

## 22. Check Oxygen Cylinder

**Midwifery Aide Supervisor** is mostly designated to perform excellent skills in handling mothers and babies in Obstetric Care. The personnel chosen need to perform good communication skill and managerial skill.

In particular he/she :

1. Perform 12 Leads Electrocardiogram
2. Perform Basic Life Support
3. Provide Awareness on Family Planning
4. Performed Basic Life Support
5. Assist Newborn Resuscitation
6. Prepare Requirement for Infectious Disease
7. Handle Needle Prick Incidence
8. Verify Bin Card
9. Prepare Staff Roster
10. Identify Staff Training Needs
11. Manage Staff Performance
12. Orientate Staff
13. Prepare Staff Assignment
14. Conduct Unit Meeting
15. Supervise Work Progress
16. Ensure Sufficient Linen Supply
17. Ensure Safety Of Patient's Property
18. Check Function Of Biomedical Equipment
19. Monitor Inventory Items
20. Indent Ward Stock

## **6. WORKING CONDITION**

Generally Midwifery Aide work under similar operating hours practiced by hospitals in the Government and Private Sector. They may involve standby or shift duties, normally they work on-site within the hospital premises. Midwifery Aide are expected to work independently or in a team comprising of Medical Practitioners, Nurses, Allied Health staff and other general staff depending on the requirements of the hospital. Depending on the situation, they are expected to apply quick decision making and critical thinking such as in emergency situations. Usually their working environment is in the hospital condition and requirements for which they need to follow relevance rules and regulation (OSHA) and Infection Control & Prevention. Hence she needs to use appropriate attire and apparatus.

## **7. EMPLOYMENT PROSPECT**

In all hospitals and healthcare industries that require Midwifery Aide to support other medical staff groups. Increasing high demand and good job market locally due to the competitive and fast expanding healthcare industry locally and internationally. The demand is also compounded by the shortage of qualified nurses as a result of the increasing demand for local skilled employees internationally.

With recent fast development in medical tourism locally and abroad, the demand for more skilled Midwifery Aide with more structured training curriculum has undoubtedly created vast opportunities for Midwifery Aide to begin their career in the healthcare industry with the prospect of advancing their career as healthcare provider. Rapid advancement in medical equipment and facilities has also contributed to the demand in skilled and competent Midwifery Aide with common work standards set by the healthcare industry.

By establishing the work standard for Midwifery Aide, learning institutions and schools will be able to established and enhance their current curriculum to meet the healthcare industry standards.

## **8. JOB OUTLOOK**

Recent developments in the healthcare industry and patients demand in the domestic market, there has been increasing demand for highly skilled Midwife Aide demand for skilled

workforce in Nursing and healthcare in domestic and international markets, has also contributed to higher work standards in all professions in healthcare, including Midwifery Aide. Recent development in medical tourism has contributed to the need for height work standards amongst Midwifery Aide. Advancement in medical technology and equipment will increase the job complexity of Midwifery Aide.

## 9. TRAINING, OTHER QUALIFICATIONS AND ADVANCEMENT

Midwifery Aide will be trained in hospitals and special training centers and generally with the on job training at the work sites. Most hospitals and healthcare institutions conduct training on basic nursing care and Midwifery Course. Preferably those who completed *Penilaian Menengah Rendah* with minimum pass in Bahasa Melayu or those with working experience in hospitals.

## 10. RELATED OCCUPATIONS

- Midwifery Aide
- Assistant Nurse
- Nursing – Nurse Aide
- Health Clinic Aide
- Clinical Assistant
- Care Aide

## 11. RELATED INDUSTRIES

- Medical – Emergency and Trauma Center
- Maternity Home
- Maternity Day Care
- Post Natal Care Services
- Baby Care Nursery / Crèche
- General Practitioners (GP) Clinic
- Nursing Home
- Ambulance Services



- Other Healthcare providers
- Other Non Government organization related to maternal & child health services
- Home Care
- Community Health Clinic
- NGO e.g. MERCY, Red Crescent

## 12. SOURCES OF ADDITIONAL INFORMATION

- Prince Court Medical Center
- University Malaya Medical Center
- University Kebangsaan Malaysia Medical Center
- Pantai Cheras Medical Center
- Seremban Hospital
- Tampin Hospital
- Midwifery Board Ministry Of Health
- Ministry Of Higher Learning
- Ministry Of Defense
- Malaysian Nurses Association
- Malayan Nurses Union
- Surat Pekeliling Ketua Pengarah Kesihatan Bil 2/98  
- Tugas dan Tanggungjawab Atendan Kesihatan

## 13. VALIDATION AND PROOFREAD

13.1 This Standard has been proofread by qualified personnel:

Name (IC No.) :

Qualification :

13.2 This Standard has been circulated to the respective industry for validation and feedback.

The lists of company that have received the draft are as follow:

i.

ii.

13.3 This standard has been checked by the Standard Technical Evaluation Committee (STEC), DSD and validated by the members of Skills Development Advisory Committee (SDAC/JPPK) on..... The SDAC members as listed below have agreed in consensus to endorse this standard:

**14. ENDORSEMENT**

National Skills Development Board (MPKK), Ministry of Human Resources has agreed and endorsed this standard on.....

**15. NOTE OF APPRECIATION**

The Director General of DSD would like to extend his utmost thanks and gratitude to the organization and individuals who have been imparting the knowledge and experience towards the development of this standard.

**COMMITTEE MEMBERS FOR JOB ANALYSIS SESSION**

STANDARD PRACTICE & STANDARD CONTENT FOR

MIDWIFERY AIDE	LEVEL 1
SENIOR MIDWIFERY AIDE	LEVEL 2
MIDWIFERY AIDE SUPERVISOR	LEVEL 3

<b>PANEL EXPERTS</b>		
1	Puan Fadzillah Binti Pilus	Pengurus Jururawat Prince Court Medical Center
2	Puan Lalitha A/P Subramaniam	Jururawat Terlatih Hospital Tampin
3	Puan Siti Juhaidah Binti Zahidi	Jururawat Kanan Pantai Cheras Medical Center
4	Puan nurulaini binti hj. Alias	Ketua Jururawat Hospital Tampin
5	Puan Alwiyah Binti Ismail	Pakar Jabatan Sumber Manusia Prince Court Medical Center

6	Puan Hamidah Binti Mohd Dalil	Pegawai Kejururawatan Kanan Pusat Perubatan Universiti Malaya
7	Puan Nazli Binti Awang	Pegawai Kejururawatan Pusat Perubatan Universiti Malaya
<b>FACILITATOR</b>		
1.	Tuan Hj Zaharudin B.Abd.Latif	Jabatan Pembangunan Kemahiran
<b>CO FACILITATOR</b>		
1.	En. Mohd. Aidil Fitri B. Ab. Razak	Jabatan Pembangunan Kemahiran
<b>SECRETARIAT</b>		
1.	En.Faizal B. Abd. Majid	Jabatan Pembangunan Kemahiran

### COMMITTEE MEMBERS FOR TASK ANALYSIS SESSION

#### STANDARD PRACTICE & STANDARD CONTENT FOR

MIDWIFERY AIDE	LEVEL 1
SENIOR MIDWIFERY AIDE	LEVEL 2
MIDWIFERY AIDE SUPERVISOR	LEVEL 3

<b>PANEL EXPERTS</b>		
1	Puan Hamidah Binti Mohd Dalil	Pegawai Kejururawatan Kanan Pusat Perubatan Universiti Malaya
2	Puan Nazli Binti Awang	Pegawai Kejururawatan Pusat Perubatan Universiti Malaya
3	Puan Chong Cheng Bee	Penyelia Jururawat Prince Court Medical Center
4	Puan Fuziah Binti Abd Hamid	Pengurus Jururawat Kanan Pusat Perubatan Universiti Kebangsaan Malaysia

5	Puan Rohhani Binti Yaacob	Penyelia Jururawat Hospital Tuanku Jaafar
6	Puan Norsidah Binti Shamsudin	Jururawat Terlatih Hospital Tampin
7	Puan Halidah Binti Abu Bakar	Pembantu Perawatan Kesihatan Hospital Jempol
8	Cik Norsamsidah binti Abdul Malik	Pembantu Perawatan Kesihatan Hospital Port Dickson
<b>FACILITATOR</b>		
1.	Tuan Hj Zaharudin B Abd.Latif	Jabatan Pembangunan Kemahiran
<b>C0-FASILITATOR</b>		
1.	En. Mohd. Aidil Fitri B. Ab. Razak	Jabatan Pembangunan Kemahiran
<b>SECRETARIAT</b>		
1.	En. Faizal B Abd. Majid	Jabatan Pembangunan Kemahiran

### **COMMITTEE MEMBERS FOR PROOF READING SESSION**

#### STANDARD PRACTICE & STANDARD CONTENT FOR

MIDWIFERY AIDE	LEVEL 1
SENIOR MIDWIFERY AIDE	LEVEL 2
MIDWIFERY AIDE SUPERVISOR	LEVEL 3

<b>PANEL EXPERTS</b>		
1	Puan Hamidah Binti Mohd Dalil	Pegawai Kejururawatan Kanan Pusat Perubatan Universiti Malaya
2	Puan Nazli Binti Awang	Pegawai Kejururawatan Pusat Perubatan Universiti Malaya
3	Puan Chong Cheng Bee	Pengurus Jururawat Prince Court Medical Center

4	Puan Fuziah Binti Abd Hamid	Pengurus Jururawat Kanan Pusat Perubatan Universiti Kebangsaan Malaysia
5	Puan Rohhani Binti Yaacob	Penyelia Jururawat Hospital Tuanku Jaafar
6	Puan Norsidah Binti Shamsudin	Jururawat Terlatih Hospital Tampin
<b>FACILITATOR</b>		
1.	Tuan Hj Zaharudin B.Abd.Latif	Jabatan Pembangunan Kemahiran
<b>CO FACILITATOR</b>		
1.	En. Mohd. Aidil Fitri B. Ab. Razak	Jabatan Pembangunan Kemahiran
<b>SECRETARIAT</b>		
1.	En. Faizal B. Abd. Majid	Jabatan Pembangunan Kemahiran

## JOB PROFILE CHART FOR

MIDWIFERY AIDE  
 SENIOR MIDWIFERY AIDE  
 SUPERVISOR MIDWIFERY AIDE

- LEVEL 1  
 - LEVEL 2  
 - LEVEL 3



### JOB PROFILE CHART FOR: MIDWIFERY AIDE, SENIOR MIDWIFERY AIDE, SUPERVISOR MIDWIFERY AIDE

TASK  
 DUTY

<b>PERFORM ADMISSION OF PATIENT</b>	Register Patient For Admission		Prepare Patient's Bed		Measure Patient's Weight		Measure Patient's Height		Perform Urine Testing		Perform Unit Orientation		Order Patient's Diet	
01	01.01	L1	01.02	L1	01.03	L1	01.04	L1	01.05	L1	01.06	L2	01.07	L2

<b>PERFORM PATIENT'S OBSERVATION</b>	Count Patient's Respiration Rate		Count Patient's Pulse rate		Measure Blood Pressure		Measure Patient's Temperature		Check Oxygen Saturation		Perform Electrocardio gram – 12 Lead	
02	02.01	L2	02.02	L2	02.03	L2	02.04	L2	02.05	L2	02.06	L3

<b>PREPARE FOR DELIVERY</b>	Transfer Patient To Destination		Prepare Delivery Trolley		Prepare Delivery Bed		Prepare Equipment For Delivery		Give Retention Enema		Perform Skin Preparation Pre Operatively	
	03	03.01	L1	03.02	L1	03.03	L2	03.04	L2	03.05	L2	03.06

<b>PERFORM NURSING CARE</b>	Perform Bed Bath		Perform Tepid Sponge		Feed Helpless Patient		Measure Patient's Intake		Assist in Perineal Wound Care		Perform Sitz Bath	
	04	04.01	L1	04.02	L1	04.03	L1	04.04	L1	04.05	L2	04.06

Measure Patient's Output		Teach Breast Self Examination		Give Bed Pan To Non Ambulating Patient		Collect Urine C&S		Perform Basic Life Support		Provide awareness on Family Planning	
04.07	L1	04.08	L2	04.09	L2	04.10	L2	04.11	L3	04.12	L3

<b>CARE OF NEWBORN</b>	Assist in assembling Phototherapy Equipment		Perform Baby Bath		Perform Top & Tail		Perform Cord Dressing		Assist Newborn Resuscitation	
	05	05.01	L1	05.02	L2	05.03	L2	05.04	L2	05.05

<b>MANAGE INFECTION CONTROL</b>	Perform Hand Wash		Handle Contaminated Linen		Handle Contaminated Equipment		Prepare requirement for infectious diseases		Manage Needle Prick Incidence	
06	06.01	L1	06.02	L2	06.03	L2	06.04	L3	06.05	L3

<b>PERFORM STORE MANAGEMENT</b>	Tidy Up Store		Update Store Items		Verify Bin Card	
07	07.01	L1	07.02	L2	07.03	L3

<b>PERFORM SUPERVISORY FUNCTION</b>	Check Oxygen Cylinder		Prepare Staff Roster		Identify Staff Training needs		Manage Staff Performance		Orientate Staff	
08	08.01	L3	08.02	L3	08.03	L3	08.04	L3	08.05	

L3

Prepare staff Assignment		Conduct Unit Meeting		Supervise Work Progress		Ensure Sufficient Linen Supply		Ensure Safety Of Patient's Property	
08.06	L3	08.07	L3	08.08	L3	08.09	L3	08.10	L3

Check Calibration Of Biomedical Equipment		Check Function of Biomedical Equipment	
08.11	L3	08.12	L3



<b>PERFORM LOGISTIC MEASUREMENT</b>	Collect Indented Items From Store	Dispatch Items To Centralized Sterile Supply Unit	Dispatch Patient's Document to Record Office	Indent Specimen Container from Laboratory
09	09.01   L1	09.02   L1	09.03   L1	09.04   L1

Dispatch Specimen to Laboratory	Monitor Inventory Items	Indent Ward Stock
09.05   L1	09.06   L3	09.07   L3

## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	01	PERFORM ADMISSION OF PATIENT
TASK NO	01.01	REGISTER PATIENT FOR ADMISSION
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):  Register patient for admission using register book / system used, identification document so that patient condition is assessed, patient is registered and recorded in accordance with Standard Of Procedure
TOOLS/ EQUIPMENT/ MATERIALS: 1) Register book/system used 2) Identification document		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess patient's condition		<p><u>Knowledge of:</u></p> <p>1.1 Assessment technique and procedure</p> <p>1.2 Level of patient understanding</p> <p><u>Ability to:</u></p> <p>1.1 Asses technique and procedure</p> <p>1.2 Detect level of patient understanding</p>
2. Register patient		<p><u>Knowledge of:</u></p> <p>2.1 Rules and regulations of the hospital/policy</p> <p>2.2 Standard document/checklist</p> <p><u>Ability to:</u></p> <p>2.1 Understand rules and regulation of the organization</p> <p>2.2 Identify standard document/checklist</p>
3. Record document patient registration		<p><u>Knowledge of:</u></p> <p>3.1 Patient's registration documentation</p> <p>3.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>3.1 Comply patient's registration documentation</p>

	<p>3.2 Safe keep record</p> <p><u>Attitude and safety</u></p> <ul style="list-style-type: none"> <li>- Competent</li> <li>- Gentle</li> <li>- Alert</li> <li>- Responsible</li> </ul>
<p>CORE ABILITIES</p>	<p>01.02 Document information, procedures or processes</p> <p>01.03 Utilize basic IT applications</p> <p>02.03 Communicate clearly</p> <p>03.06 Respond appropriately to people and situations</p> <p>06.01 Understand systems</p>

## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	01	PREPARATION FOR DELIVERY
TASK NO	01.02	PREPARE PATIENT'S BED
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare delivery bed using linen trolley, clean sheet, pillow cases, blanket, laundry bag and waterproof pads, if needed so that all supplies are gathered, items arranged on the linen trolley, dirty sheets removed from the bed, bed is made and height adjusted and dirty linen send to laundry area in accordance to Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Linen trolley   2) Clean sheet   3) Pillow cases   4) Blanket   5) Disposable gloves 6) Laundry bag   7) Waterproof pads, if needed</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Gather all supplies		<p><u>Knowledge of:</u></p> <p>1.1 Types of items 1.2 Usage of items 1.3 Condition of the item</p> <p><u>Ability to:</u></p> <p>1.1 Identify type of items 1.2 Identify usage of items 1.3 Recognize condition of items</p>
2. Arrange items on the linen trolley		<p><u>Knowledge of:</u></p> <p>2.1 Method of arrangement of items</p>

<p>3. Remove dirty sheets from the bed</p> <p>4. Make a bed</p> <p>5. Adjust the bed height</p> <p>6. Take the dirty sheet to the laundry area</p>	<p>2.2 Linen trolley 2.3 Standard Precaution for arrangement</p> <p><u>Ability to:</u> 2.1 Identify method of arrangement 2.2 Recognize delivery trolley 2.3 Apply Standard Precaution</p> <p><u>Knowledge of:</u> 3.1 Technique of removing dirty sheets 3.2 Standard Precaution for removal dirty sheets</p> <p><u>Ability to:</u> 3.1 Apply technique of removing dirty sheets 3.2 Apply Standard Precaution for removal dirty sheets</p> <p><u>Knowledge of:</u> 4.1 Procedure of bed making 4.2 Technique of tucking the sheet</p> <p><u>Ability to:</u> 4.1 Apply procedure of bed making 4.2 Apply technique of tucking the sheet</p> <p><u>Knowledge of:</u> 5.1 Patient's safety procedure 5.2 Bed safety system</p> <p><u>Ability to:</u> 5.1 Adhere to patient's safety 5.2 Adhere to bed safety system</p> <p><u>Knowledge of:</u> 6.1 Items clearance procedure 6.2 Items for infectious control</p> <p><u>Attitude / Safety</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Awareness</li> <li>- Informative</li> <li>- Committed</li> </ul>
	02.01 Interpret and follow manuals, instructions and SOP's

CORE ABILITY	03.03 Accept responsibility for own work and work area 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations
--------------	---

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	01	PERFORM ADMISSION OF PATIENT
TASK NO	01.03	MEASURE PATIENT'S WEIGHT
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):  Measure patient's weight using standard of procedure (SOP), clinical chart ,weighing scale and paper towel so that the needs of measuring patient's weight is assessed, items needed are collected, patient is prepared, body weight taken and findings recorded in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1. Standard of Procedure (SOP) 2) Weighing scale 3) Clinical chart 4) Paper towel		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of measuring patient's weight		<u>Knowledge of:</u> 1.1 Assessment procedure 1.2 Measure weight indication 1.3 Indication of weight changes  <u>Ability to:</u>

<p>2. Collect types of items</p>	<p>1.1 Apply assessment procedure 1.2 Identify measuring weight indication 1.3 Recognize weight changes indication</p> <p><u>Knowledge of:</u> 2.1 Items types 2.2 Items usage and function 2.3 Calibration procedure</p> <p><u>Ability to:</u> 2.1 Determine types of items 2.2 Determine usage and function of items 2.3 Apply collection procedure</p>
<p>3. Prepare patient for weight measurement</p>	<p><u>Knowledge of:</u> 3.1 Patient's safety procedure 3.2 Technique and procedure of weighing patient</p> <p><u>Ability to:</u> 3.1 Adhere to patient's safety 3.2 Apply technique and procedure of weighing patient</p>
<p>4. Weight the patient</p>	<p><u>Knowledge of:</u> 4.1 Technique and procedure of weight measurement 4.2 Normal range of body weight</p> <p><u>Ability to:</u> 5.1 Apply technique and procedure of weight measurement 5.2 Identify normal range of body weight</p>
<p>5. Record document patient's weight</p>	<p><u>Knowledge of:</u> 5.1 Weight measurement documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u> 5.1 Comply weight measurement documentation 5.2 Safe keep record</p> <p><u>Attitude/Safety:</u> - Responsible - Concise - Responsible - Knowledgeable</p>

CORE ABILITY	01.01 Identify and gather information 01.02 Document information procedure or processes 02.01 Interpret and follow manuals, instruction and SOP's 02.03 Communicate clearly 03.05 Demonstrate safety skills 06.03 Identify and highlight problems
--------------	--

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	01	PERFORM ADMISSION OF PATIENT
TASK NO	01.04	MEASURE PATIENT'S HEIGHT
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):  Measure patient's height using standard of procedure (SOP), observation chart, height scale user manual and height scale so that items are collected, patient's ability assessed and height measured and recorded in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1. Standard of Procedure (SOP) 2) Height scale 3) Observation chart 4) Height scale user manual		



STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of patient's height measurement	<p><u>Knowledge of:</u> 1.1 Assessment technique and procedure 1.2 Measure patient's height indication</p> <p><u>Ability to:</u> 1.1 Apply assessment technique and procedure 1.2 Identify patient's height indication</p>
2. Collect types of items	<p><u>Knowledge of:</u> 2.1 Types of items 2.2 Usage and function of items</p> <p><u>Ability to:</u> 2.1 Determine types of items 2.2 Determine usage and function of items</p>
3. Prepare patient for height measurement	<p><u>Knowledge of:</u> 3.1 Patient's safety procedure 3.2 Technique and procedure of height measurement</p> <p><u>Ability to:</u> 3.1 Adhere to patient's safety 3.2 Apply technique and procedure of height measurement</p>
4. Measure patient's height	<p><u>Knowledge of:</u> 4.1 Technique and procedure of measure patient's height 4.2 Normal height stature</p> <p><u>Ability to:</u> 4.1 Apply height measuring technique 4.2 Identify normal height stature</p>
5. Record document patient's height	<p><u>Knowledge of:</u> 5.1 Height measurement documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u> 5.1 Comply height measurement documentation 5.2 Safe keep record</p> <p><u>Attitude/Safety:</u> - Responsible</p>

	<ul style="list-style-type: none"> <li>- Concise</li> <li>- Patience</li> <li>- Knowledgeable</li> </ul>
CORE ABILITY	01.01 Identify and gather information 01.02 Document information procedure or processes 02.01 Interpret and follow manuals, instruction and SOP's 02.03 Communicate clearly 03.05 Demonstrate safety skills 06.03 Identify and highlight problems

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	01	PERFORM ADMISSION OF PATIENT
TASK NO	01.05	PERFORM URINE TESTING
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):





## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.01	TRANSFER PATIENT TO DESTINATION
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Transfer patient to destination using transfer out paper work, standard of procedure, medical transport and equipment so that the paper work is completed, transportation arrange, patient is transported and transfer procedure recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Transfer out paper work equipment    2) Standard of Procedure    3) Medical transport    4) Transportation</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Complete the paper work		<p><u>Knowledge of:</u></p> <p>1.1 Hospital policy and procedure 1.2 Ability of the new facility to match the require care of the patient 1.3 Completeness of the paper work</p> <p><u>Ability to:</u></p> <p>1.1 Adhere to hospital policy and protocol 1.2 Ensure the new facility to match the require care of the patient 1.3 Adhere to completeness of the paper work</p>
2. Arrange for transportation		<p><u>Knowledge of:</u></p>

<p>3. Transport the patient</p> <p>4. Record document transfer procedure</p>	<p>2.1 Qualified personnel 2.2 Required transportation equipment 2.3 Mode of transportation</p> <p><u>Ability to:</u> 2.1 Identify the qualified personnel 2.2 Determine required transportation equipment 2.3 Determine mode of transportation</p> <p><u>Knowledge of:</u> 3.1 Level of care provided during transfer 3.2 Timing of transfer 3.3 Destination of the patient</p> <p><u>Ability to:</u> 3.1 Determine level of care provided during transfer 3.2 Determine timing of transfer 3.3 Locate destination of the patient</p> <p><u>Knowledge of:</u> 4.1 Written transfer protocols 4.2 Inter facility agreements</p> <p><u>Ability to:</u> 4.1 Adhere to written transfer protocols 4.2 Adhere to inter facility agreements</p> <p><u>Attitude / Safety:</u> - Knowledgeable - Confidence - Responsible - Awareness</p>
<p>CORE ABILITY</p>	<p>01.01 Identify and gather information 01.02 Document information procedure or processes 02.01 Interpret and follow manuals, instruction and SOP's 02.03 Communicate clearly 02.04 Prepare brief reports and checklists using standard forms 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations</p>

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.02	PREPARE DELIVERY TROLLEY
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare delivery trolley using delivery trolley, delivery set, sterile gown, mask, goggles, antiseptic solution, sterile obstetric cream, supplementary items, sterile tampons / pads and disposable under pad so that required items are prepared and arranged on the trolley and used items are cleared away in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Delivery trolley 2) Delivery set 3) Sterile gown 4) Mask 5) Goggle 6) Sterile gloves            7) Antiseptic solution 8) Sterile Obstetric Cream 9) Supplementary items 10) Sterile Tampons            11) Sterile pads and 12) Disposable under pad</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Prepare items required		<i>Knowledge of:</i>

<p>2. Arrange items on the delivery trolley</p> <p>3. Clear away items from the trolley</p>	<p>1.1 Types and usage of items 1.2 Items expiry date 1.3 Condition of the packing</p> <p><u>Ability to:</u> 1.1 Identify type and usage of items 1.2 Identify expiry date 1.3 Recognize condition of the packing</p> <p><u>Knowledge of:</u> 2.1 Method of arrangement of items 2.2 Delivery trolley 2.3 Standard Precaution for arrangement</p> <p><u>Ability to:</u> 2.1 Identify method of arrangement 2.2 Recognize delivery trolley 2.3 Apply Standard Precautions</p> <p><u>Knowledge of:</u> 3.1 Items clearance procedure 3.2 Technique of clearing items 3.3 Items for Infectious Disease</p> <p><u>Ability to:</u> 3.1 Apply clearance procedure 3.2 Apply technique of clearing items 3.3 Identify items for infectious disease</p> <p><u>Attitude / Safety</u> - Responsible - Awareness - Informative - Committed</p>
<p>CORE ABILITY</p>	<p>04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace 04.04 Apply problem solving</p>



	<p>6.2 Items for infectious control</p> <p><u>Ability to:</u>          6.1 Follow clearance procedure          6.2 Recognize items for infectious control</p> <p><u>Attitude / Safety</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Awareness</li> <li>- Informative</li> <li>- Committed</li> </ul>
<p>CORE ABILITY</p>	<p>02.01 Interpret and follow manuals, instructions and SOP's          03.03 Accept responsibility for own work and work area          03.05 Demonstrate safety skills          03.06 Respond appropriately to people and situations          04.01 Organize own work activities          03.14 Develop and maintain a cooperation within work group</p>

	04.04 Apply problem solving strategies
--	--

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.01	PERFORM BED BATH
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform bed bath using 2 wash cloths, thin blanket, basin, luke warm water, mild soap, decent lighting if possible and disposable glove so that the needs for bed bath assessed, necessary equipment gathered, patient prepared and bed bath implemented and used items cleared in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) 2 wash cloths   2) Thin blanket   3) Basin   4) Luke warm water   5) Mild soap 6) Decent lighting if possible   7) Disposable glove</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Assess the needs for bed bath</p>		<p><u>Knowledge of:</u></p> <p>1.1 Assessment technique and procedure 1.2 Factors influencing body temperature</p> <p><u>Ability to:</u></p> <p>1.1 Determine Normal Body temperature 1.2 Apply assessment technique and procedure</p>
<p>2. Gather necessary equipment</p>		<p><u>Knowledge of:</u></p> <p>2.1 Item types 2.2 Items usage and function 2.3 Safe water temperature</p> <p><u>Ability to:</u></p>

<p>3. Prepare patient for bed bath</p> <p>4. Implement the procedure</p> <p>5. Clearing of the items</p>	<p>2.1 Determine types of item 2.2 Determine items usage and function 2.3 Check water temperature</p> <p><u>Knowledge of:</u> 3.1 Patient's safety procedure 3.2 Technique of removal patient pajama 3.3 Technique of un tuck and removal of bed linen</p> <p><u>Ability to:</u> 3.1 Adhere to patient's safety 3.2 Apply technique of removal patient pajama 3.3 Apply technique of un tuck and removal of bed linen</p> <p><u>Knowledge of:</u> 4.1 Technique and procedure of bed bath 4.2 Patient's privacy 4.3 Specific measures related to giving a bed bath</p> <p><u>Ability to:</u> 4.1 Apply technique and procedure of tepid sponge 4.2 Provide patient's privacy 4.3 Apply specific measures related to giving bad bath</p> <p><u>Knowledge of:</u> 5.1 Items clearance procedure 5.2 Technique of cleaning items 5.3 Items for Infectious Control</p> <p><u>Ability to:</u> 5.1 Apply clearance procedure 5.2 Apply technique of cleaning items 5.3 Identify items for infectious disease</p> <p><u>Attitude and safety</u> - <i>Competent</i> - <i>Gentle</i> - <i>Cautious</i> - <i>Alert</i></p>
<p>CORE ABILITIES</p>	<p>01.01 Identify and gather information 01.02 Document information procedure or processes 02.01 Interpret and follow manual instruction and SOP's 02.03 Communicate clearly 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations</p>

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.02	PERFORM TEPID SPONGE
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform tepid sponge using basin, pitchers filled with hot and cold water, 6 pieces of flannels, bath towel, bath blanket, bed protector, thermometer and gloves so that patient's condition is assessed, items needed collected, patient prepared and procedure implemented and equipment removed away from patient in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Basin 2) Pitcher filled with hot water 3) Pitcher filled with cold water 4) 6 pieces of flannels                      4) Bath towel 5) Bath blanket 6) Bed protector 7) Thermometer 8) Gloves</p>		
STEPS		<p>ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)</p>
1. Assess the condition of		<i>Knowledge of:</i>

<p>the patient</p>	<p>2.1 Purpose of tepid sponge  1.2 Assessment technique and procedure  1.3 Factors influencing body temperature</p> <p><u>Ability to:</u>  1.1 Determine Normal Body temperature  1.2 Apply assessment technique and procedure  1.3 Detect factors influencing body temperature</p>
<p>2. Collect items needed</p>	<p><u>Knowledge of:</u>  2.1 Item types  2.2 Items function  2.3 Items usage</p> <p><u>Ability to:</u>  2.1 Determine types of item  2.2 Determine items function  2.3 Determine items usage</p>
<p>3. Prepare patient for tepid sponge</p>	<p><u>Knowledge of:</u>  3.1 Patient's safety procedure  3.2 Patient's bed on a certain height  3.3 Technique of placing flannels</p> <p><u>Ability to:</u>  3.1 Adhere to patient's safety  3.2 Adjust patient's bed on a certain height  3.3 Apply technique of placing flannels</p>
<p>4. Implement the procedure</p>	<p><u>Knowledge of:</u>  4.1 Technique and procedure of tepid sponge  4.2 Patient's privacy  4.3 Patient's response to the procedure</p> <p><u>Ability to:</u>  4.1 Apply technique and procedure of tepid sponge  4.2 Comply to patient's privacy  4.3 Monitor patient's response to the procedure</p>
<p>5. Remove equipment away from patient</p>	<p><u>Knowledge of:</u>  5.1 Items removal procedure  5.2 Items for Infectious Control</p> <p><u>Ability to:</u>  5.1 Apply clearance procedure</p>

	<p>5.2 Identify items for infectious disease</p> <p><u>Attitude and safety</u></p> <ul style="list-style-type: none"> <li>- <i>Competent</i></li> <li>- <i>Gentle</i></li> <li>- <i>Cautious</i></li> <li>- <i>Alert</i></li> </ul>
CORE ABILITIES	<p>01.01 Identify and gather information</p> <p>01.02 Document information procedure or processes</p> <p>02.01 Interpret and follow manual instruction and SOP's</p> <p>02.03 Communicate clearly</p> <p>03.05 Demonstrate safety skills</p> <p>03.06 Respond appropriately to people and</p>

### TASK PROFILE

JOB TITLE	MIDWIFERY AIDE	
DUTY	04	PERFORM NURSING CARE
TASK NO	04.03	FEED HELPLESS PATIENT
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Feed helpless patient using food as ordered, tray, napkin or other protection, drinking tube so that the needs for feeding is assessed, items needed identified, feeding implemented and used items are cleared and feeding documented in accordance with Standard Of Procedure.</p>

TOOLS/ EQUIPMENT/ MATERIALS:

- 1) Food as ordered 2) Tray 3) Napkin or other protection 4) Drinking tube

STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Assess the needs for feeding</p> <p>2. Identify items needed</p> <p>3. Implement feeding</p> <p>4. Clearing of the items</p> <p>5. Report document amount</p>	<p><u>Knowledge of:</u></p> <p>1.3 Assessment procedure 1.4 Feeding indication</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify feeding indication</p> <p><u>Knowledge of:</u></p> <p>5.7 Items usage and <i>function</i> 5.8 Items types 2.3 Collection procedure</p> <p><u>Ability to:</u></p> <ul style="list-style-type: none"> <li>● Determine items usage and function</li> <li>● Determine types of items</li> <li>● Apply collection procedure</li> </ul> <p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of feeding 2.2 Suitable food temperature 2.3 Swallowing reflex</p> <p><u>Ability to:</u></p> <p>3.4 Apply standard and procedure of feeding 3.5 Determine suitable food temperature 3.6 Recognize swallowing reflex</p> <p><u>Knowledge of:</u></p> <p>4.1 Items clearance procedure 4.2 Technique of cleaning items 4.3 Items for Infectious Control</p> <p><u>Ability to:</u></p> <p>4.1 Apply clearance procedure 4.2 Apply technique of cleaning items 4.3 Identify items for infectious disease</p> <p><u>Knowledge of:</u></p>

of feeding	<p>5.1 Amount of feeding documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u> 5.1 Comply amount of feeding documentation 5.2 Safe keep record</p> <p><u>Attitude and safety</u> 2 Responsible 3 Cautious - Awareness - Knowledgeable</p>
CORE ABILITY	<p>01.01 Identify and gather information 01.02 Document information, procedures or processes 02.03 Communicate clearly 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations</p>

### TASK PROFILE

JOB TITLE	MIDWIFERY AIDE	
DUTY	04	PERFORM NURSING CARE
TASK NO	04.04	MEASURE PATIENT'S INTAKE



LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Measure patient's intake using calibrated container and intake and output chart so that risk factor for fluid overload is assessed, types of items collected, procedure implemented and amount of intake recorded in accordance with Standard of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Calibrated container    2) Intake and output chart</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Assess the patient risk factor for fluid overload</p> <p>2. Collect types of items</p> <p>3. Implement the procedure</p>	<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Factors that dispose to fluid overload 1.3 Fluid intake is in excess from the output</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Determine factors that dispose to fluid overload 1.3 Determine intake is in excess from the output</p> <p><u>Knowledge of:</u></p> <p>2.1 Types of Items 2.2 Usage and function of items</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of items 2.2 Determine items usage and function</p> <p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure measuring fluid intake 3.2 The rules of intake chart 3.3 Hospital policy and procedure</p> <p><u>Ability to:</u></p> <p>3.1 Apply technique and procedure of measuring fluid intake 3.2 Explain the rules of fluid intake chart 3.3 Adhere to hospital policy and procedure</p>	

<p>4. Record document measuring fluid intake procedure</p>	<p><u>Knowledge of:</u>  4.1 Measuring fluid intake documentation  4.2 Safe keeping procedure</p> <p><u>Ability to:</u>  4.1 Comply measuring fluid intake documentation  4.2 Safe keep record</p> <p><u>Attitude / Safety:</u>  - Gentle  - Confidence  - Pleasant  - Alert</p>
<p>CORE ABILITY</p>	<p>01.01 Identify and gather information  01.02 Document information procedure or processes  02.01 Interpret and follow manuals, instruction and SOP's  02.03 Communicate clearly  03.05 Demonstrate safety skills  03.06 Respond appropriately to people and situations</p>

**TASK PROFILE**

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.07	MEASURE PATIENT'S OUTPUT
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Measure patient's output using calibrated container, intake and output chart so that risk factor for fluid overload is assessed, types of items collected, procedure implemented and output documented in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Calibrated container    2) Intake and output chart</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the patient risk factor for fluid overload		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Factors that dispose to fluid overload 1.3 Output is in excess from the intake</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Determine factors that dispose to fluid overload 1.3 Determine output is in excess from the intake</p>



## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	05	CARE OF NEWBORN
TASK NO	05.01	ASSIST IN ASSEMBLING PHOTOTHERAPY EQUIPMENT
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria)</p> <p>Assist in assembling phototherapy equipment using phototherapy unit, manufacturer instruction, standard of procedure, vinyl covered mattress for the bed, eye protection, disposable absorbent pad and mini diapers so that the needs for preparing phototherapy equipment is assessed, system set up, baby prepared, cared and monitored in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Phototherapy Unit    2) Manufacturer Instruction    3) Standard of Procedure    4) Vinyl covered mattress for the bed    5) Eye protection    6) Disposable absorbent pad    7) Mini diapers</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Assess the needs of preparing phototherapy equipment</p>		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Phototherapy indication</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify Phototherapy indication</p>

<p>2. Set up phototherapy system</p> <p>3. Prepare the baby for the unit</p> <p>4. Care of baby and monitor treatment</p>	<p><u>Knowledge of:</u></p> <p>2.1 Set up location 2.2 Control switches and indicator light 2.3 General description for typical control</p> <p><u>Ability to:</u></p> <p>2.1 Select set up location 2.2 Differentiate control switches and indicator light 2.3 Follow general description for typical control</p> <p><u>Knowledge of:</u></p> <p>3.1 Preparing the unit for the baby 3.2 Recommended distance between light and baby 3.3 Safe precaution</p> <p><u>Ability to:</u></p> <p>3.1 Adhere to preparing the unit for the baby 3.2 Adhere to recommended distance between light and baby 3.3 Adhere safe precaution</p> <p><u>Knowledge of:</u></p> <p>4.1 Eye protection 4.2 Positioning of the baby 4.3 Temperature monitoring</p> <p><u>Ability to:</u></p> <p>4.1 Apply eye protection 4.2 Determine position of the baby 4.3 Adhere to temperature monitoring</p> <p><u>Attitude / Safety</u></p> <ul style="list-style-type: none"> <li>- Cautious</li> <li>- Alert</li> <li>- Competent</li> <li>- Responsible</li> </ul>
<p>CORE ABILITIES</p>	<p>01.08 Utilize spreadsheets applications to locate and process information</p> <p>03.10 Provide consultation and counseling</p> <p>03.14 Facilitate and coordinate teams and ideas</p> <p>03.16 Identify and assess client / customer needs</p>

TOOLS/ EQUIPMENT/ MATERIALS:

- 1) Top and tail set 2) Cotton wool 3) Towel 4) Bowl of luke warm water  
5) Clean nappy 6) Nappy cream, if used 7) Fresh clothes if necessary

STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Gather items required	<p><u>Knowledge of:</u></p> <p>1.1 Types and usage of items 1.2 Items expiry date 1.3 Condition of the packing</p> <p><u>Ability to:</u></p> <p>1.1 Identify type and usage of items 1.2 Identify expiry date 1.3 Recognize condition of the packing</p>
2. Prepare newborn for top and tail	<p><u>Knowledge of:</u></p> <p>2.1 Newborn safety procedure 2.2 Technique of holding the newborn 2.3 Heat hazard</p> <p><u>Ability to:</u></p> <p>2.1 Adhere to newborn safety 2.2 Apply technique of handling the newborn 2.3 Identify heat hazard</p>
3. Perform top and tail	<p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of top and tail 3.2 Newborn privacy 3.3 Standard Precaution on infection control</p> <p><u>Ability to:</u></p> <p>3.1 Apply technique and procedure of top and tail 3.2 Comply to newborn privacy 3.3 Apply Standard Precaution on infection control</p>
4. Clear top and tail items	<p><u>Knowledge of:</u></p> <p>4.1 Items clearance procedure 4.2 Technique of cleaning items 4.3 Items for Infectious Control</p> <p><u>Ability to:</u></p> <p>4.1 Apply clearance procedure 4.2 Apply technique of cleaning items 4.3 Identify items for infectious control</p> <p><u>Attitude / Safety:</u></p>

	<ul style="list-style-type: none"> <li>- Responsible</li> <li>- Alert</li> <li>- Knowledgeable</li> <li>- Committed</li> <li>- Cautious</li> <li>- Gentle</li> </ul>
CORE ABILITY	<p>01.01 Identify and gather information</p> <p>02.01 Interpret and follow manuals, instruction and SOP's</p> <p>02.03 Communicate clearly</p> <p>03.02 Demonstrate integrity and apply ethical practices</p>



## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	06	MANAGE INFECTION CONTROL
TASK NO	06.01	PERFORM HAND WASH
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform hand wash using sink, elbow pipe, disinfectant solution and sterile paper hand towel so that required items are prepared and hand wash performed and items used cleared in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Sink 2) Elbow shape pipe 3) Water / Disinfectant solution 4) Paper hand towel</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Prepare items required</p> <p>2. Perform hand wash</p> <p>3. Clear hand wash items</p>		<p><u>Knowledge of:</u></p> <p>1.1 Item types 1.2 Items function 1.3 Items usage</p> <p><u>Ability to:</u></p> <p>1.1 Determine types of item 1.2 Determine items function 1.3 Determine items usage</p> <p><u>Knowledge of:</u></p> <p>2.1 Technique and procedure of hand wash 2.2 Standard Precaution on Infection Control</p> <p><u>Ability to:</u></p> <p>2.1 Apply technique and procedure of hand wash 2.2 Apply Standard Precaution on Infection Control</p> <p><u>Knowledge of:</u></p> <p>3.1 Items clearance procedure</p>

	<p>3.2 Standard Precaution on Infection Control</p> <p><u>Ability to:</u>  3.1 Apply clearance procedure  3.2 Apply Standard Precaution on Infection Control</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Confident</li> <li>- Skillful</li> <li>- Knowledgeable</li> <li>- Meticulous</li> </ul>
<p>CORE ABILITY</p>	<p>01.01 Identify and gather information  02.01 Interpret and follow manual instruction and SOP's  03.02 Demonstrate integrity and apply ethical practices  03.05 Demonstrate safety skills</p>

### TASK PROFILE

JOB TITLE	MIDWIFERY AIDE	
DUTY	07	PERFORM STORE MANAGEMENT
TASK NO	07.01	TIDY UP STORE

LEVEL	1	<p>PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>):</p> <p>Tidy up store using standard of procedure, department policy and cleaning schedule so that store organized, cleanliness and safety of the store ensured in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard of Procedure (S.O.P)    2) Department policy    3) Cleaning Schedule</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Organize the store</p> <p>2. Ensure cleanliness of the store</p> <p>3. Ensure Store Safety</p>	<p><u>Knowledge of:</u></p> <p>1.1 Consumables item 1.2 First in first out Concept 1.3 Department policy</p> <p><u>Ability to:</u></p> <p>1.1 Recognize consumables item 1.2 Follow First in first our concept 1.3 Follow department policy</p> <p><u>Knowledge of:</u></p> <p>2.1 Cleaning schedule 2.2 Cleaning procedure</p> <p><u>Ability to:</u></p> <p>2.1 Follow cleaning schedule 2.2 Follow cleaning procedure</p> <p><u>Knowledge of:</u></p> <p>3.1 Key security instruction 3.2 Item list 3.3 Key location</p> <p><u>Ability to:</u></p> <p>3.1 Follow key security instruction 3.2 Monitor list of items 3.3 Aware of key location</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Concise</li> <li>- Responsible</li> <li>- Knowledgeable</li> </ul>	

CORE ABILITY	01.01 Identify and gather information 01.02 Document information procedure or processes 02.01 Interpret and follow manuals, instruction and SOP's 02.03 Communicate clearly 03.02 Demonstrate integrity and apply ethical practices 03.06 Respond appropriately
--------------	--

## TASK PROFILE

## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.01	COLLECT INDENTED ITEMS FROM STORE
LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Collect indented items from store using standard of procedure (S.O.P), organization policy, purchase invoice form and bin card so that floor stock are checked, purchase order prepared, order items received and stored in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard of Procedure (S.O.P)    2) Department policy    3) Purchase Invoice Form 4) Bin Card</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
1. Account floor Stock	<p><u>Knowledge of:</u></p> <p>1.1 Accounting procedure 1.2 Collecting target date 1.3 Supply of latest stock</p> <p><u>Ability to:</u></p> <p>1.1 Apply collecting procedure 1.2 Adhere to collecting target date 1.3 Determine supply of latest stock</p>	

<p>2. Prepare purchase order</p>	<p><u>Knowledge of:</u>  2.1 Purchase form  2.2 Purchasing procedure  2.3 Organization policy</p> <p><u>Ability to:</u>  2.3 Identify purchase form  2.4 Follow purchasing procedure  2.3 Follow organization policy</p>
<p>3. Receive ordered items</p>	<p><u>Knowledge of:</u>  3.1 Floor stock level  3.2 Bin card recording process  3.4 Item care instruction</p> <p><u>Ability to:</u>  3.1 Determine floor stock  3.2 Apply bin card recording process  3.3 Follow item care instruction</p>
<p>4. Arrange Storage of items</p>	<p><u>Knowledge of:</u>  4.1 Allocation of item  4.2 FIFO system  4.3 Hospital policy</p> <p><u>Ability to:</u>  4.1 Determine allocation of items  4.2 Apply FIFO system  4.3 Adhere to hospital policy</p> <p><u>Attitude/Safety:</u>  - Responsible  - Accountable  - Systematic  - Cautious</p>
<p>CORE ABILITY</p>	<p>03.13 Develop and maintain team harmony and resolve conflicts  03.09 Manage and improve performance of individuals  02.10 Prepare reports and instructions</p>

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.02	DISPATCH ITEMS TO CENTRALIZED STERILE SUPPLY UNIT
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):  Dispatch items to Centralized Sterile Supply Unit using CSSD form and on line system so that CSSD items verified, ordered and received in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1) CSSD form 2) On line system		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Verify CSSD item		<u>Knowledge of:</u> 1.1 Types of items 1.2 Indent schedule





### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.03	DISPATCH PATIENT'S DOCUMENT TO RECORD OFFICE
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):
<b>TOOLS/ EQUIPMENT/ MATERIALS:</b> 1) Checklist 2) Dispatch book 3) Record file 4) On line System		

STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Verify order form superior</p> <p>2. Manage health record chart</p> <p>3. Dispatch patient's record</p>	<p><u>Knowledge of:</u>  1.1 Standard Operative Procedure  1.2 Types of health record</p> <p><u>Ability to:</u>  1.2 Follow standard operative procedure  1.3 Recognize types of record</p> <p><u>Knowledge of</u>  2.1 Arrangement of documented sheet  2.2 Completion of health chart</p> <p><u>Ability to:</u>  2.1 Follow arrangement of documented sheet  2.2 Determine completion of health chart</p> <p><u>Knowledge of:</u>  3.1 Dispatch procedure  3.2 Location to the patient's document</p> <p><u>Ability to:</u>  3.1 Apply dispatching procedure  3.2 Identify location to send patient's document</p> <p><u>Attitude / Safety</u>  - Responsible  - Knowledgeable    - Awareness  - Systematic</p>
CORE ABILITY	01.01 Identify and gather information 02.03 Communicate clearly 03.03 Accept responsibility for own work and work area 03.05 Demonstrate safety skills

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	09	PERFORM SUPERVISORY FUNCTION
TASK NO	09.04	INDENT SPECIMEN CONTAINER FROM LABAROTORY

LEVEL	1	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Indent specimen container from laboratory using specimen container indenting form, laboratory safety guide and hospital policy and procedure so that request from superior verified, specimen container indented and received in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Specimen container indenting form    2) Laboratory safety guide    3) Hospital policy and procedure</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Verify request from superior</p> <p>2. Indent specimen container</p> <p>3. Receive specimen container</p>	<p><u>Knowledge of:</u></p> <p>1.1 Verification procedure 1.2 Indent schedule 1.3 Quantity request</p> <p><u>Ability to:</u></p> <p>1.1 Apply verification procedure 1.2 Adhere to indent schedule 1.3 Follow quantity request</p> <p><u>Knowledge of</u></p> <p>2.1 Technique and procedure of indenting specimen container 2.2 Types of specimen container 2.3 Laboratory safety guide</p> <p><u>Ability to:</u></p> <p>2.1 Apply technique and procedure of chairing meeting 2.2 Determine types of specimen container 2.3 Apply laboratory safety guide</p> <p><u>Knowledge of:</u></p> <p>3.1 Receiving procedure 3.2 Handling instruction</p> <p><u>Ability to:</u></p> <p>3.1 Follow the receiving procedure 3.2 Adhere to handling instruction</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Knowledgeable</li> </ul>	

	<ul style="list-style-type: none"> <li>- Awareness</li> <li>- Observant</li> </ul>
CORE ABILITY	<p>01.01 Identify and gather information</p> <p>02.01 Interpret and follow manuals, instructions and SOP's</p> <p>03.05 Demonstrate safety skills</p> <p>03.06 Respond appropriately to people and</p>

**TASK PROFILE**

JOB TITLE		MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.05	DISPATCH SPECIMEN TO LABORATORY
LEVEL	1	PERFORMANCE STANDARD (Action, Condition, Criteria):  Dispatch specimen to laboratory using specimen container, dispatch book and laboratory form so that detail specimen identified, document of dispatch specimen recorded and specimen dispatch to correct laboratory in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Specimen Container 3) Dispatch book 4) Laboratory Form		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Identify specimen detail		<u>Knowledge of:</u> 1.1 Technique and process of identifying 1.2 Packaging and labeling procedure 1.3 Maximum volume specimen required  <u>Ability to:</u> 1.1 Follow technique and process of identifying 1.2 Follow packaging and labeling procedure 1.3 Identify maximum volume specimen required
2. Record document of dispatch specimen		<u>Knowledge of</u> 2.1 Dispatch specimen documentation 2.2 Safe keeping procedure  <u>Ability to:</u> 2.1 Comply dispatch specimen documentation 2.2 Safe keep record
3. Dispatch specimen to laboratory		<u>Knowledge of:</u> 3.1 Dispatch procedure 3.2 Location to send specimen

	<p><u>Ability to:</u>  3.1 Apply dispatching procedure  3.2 Identify location to send specimen</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Knowledgeable</li> <li>- Systematic</li> <li>- Cautious</li> </ul>
CORE ABILITY	01.01 Identify and gather information 02.01 Interpret and follow manuals, instructions and SOP's 03.05 Demonstrate safety skills 03.06 Respond appropriately to people and situations