



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

**MP-051-2**

***Senior Midwifery Aide*  
Pembantu Kanan Perbidanan**

**LEVEL 2**



**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
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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		SENIOR MIDWIFERY AIDE
DUTY	01	PERFORM PREPARATION FOR DELIVERY

TASK NO	01.06	PERFORM UNIT ORIENTATION
LEVEL	2	PERFORMANCE STANDARD (Action, Condition, Criteria):  Perform unit orientation using orientation checklist, flyers and brochures so that unit orientation and checklist obtained, clients/relatives orientated, patient and staff acknowledged and document kept saved in accordance with Standard Of Procedure
TOOLS/ EQUIPMENT/ MATERIALS: 1) Orientation Checklist 2) Flyers and brochures		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
1. Obtain unit orientation and checklist	<u>Knowledge of:</u> 1.1 Rules and regulations of the hospital/policy 1.2 Standard document/check list  <u>Ability to:</u> 1.1 Understand rules and regulation of the organization 1.2 Identify standard document/check list	
2. Orientate clients/relatives	<u>Knowledge of:</u> 5.1 Physical set up of the unit 5.2 Types of facilities 5.3 Usage of the facilities  <u>Ability to:</u> 2.1 Show physical set up of the room/cubicle 2.2 Identify facilities available in the room/cubicle 2.3 Identify the difference usage of the facilities available	
3. Acknowledge from patient and staff	<u>Knowledge of:</u> 3.1 Acknowledgement procedure and process 3.2 Patient's feedback  <u>Ability to:</u> 3.1 Apply the acknowledgement of procedure and process 3.2 Analyze patient feedback	

<p>4. Safe Keeping of document</p>	<p><u>Knowledge of:</u>  4.1 Safe keeping procedure  4.2 Filing system  4.3 Retrieving procedure</p> <p><u>Ability to:</u>  4.1 Apply Safe keeping procedure  4.2 Comply to filing system  4.3 Apply retrieving procedure</p> <p><u>Attitude/Safety:</u>  - Honesty  - Polite  - Friendly  - Respect</p>
<p>CORE ABILITY</p>	<p>01.01 Identify and gather information  01.02 Document information, procedures or processes  02.03 Communicate clearly  03.02 Demonstrate integrity and apply ethical practices  03.06 Respond appropriately to people and situations</p>

## TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY		01 PERFORM ADMISSION OF PATIENT
TASK NO	01.07	ORDER PATIENT'S DIET
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria)</p> <p>Order patient's diet using diet order form / on line system, diet menu and document file so that the needs of ordering patient's diet assessed, diet order prepared and ordered, received and served diet to patient in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Diet Order Form / On line system    2) Diet Menu    3) Document file</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Assess the needs of ordering patient's diet</p> <p>2. Prepare diet order</p>		<p><u>Knowledge of:</u></p> <p>1.1 Assessment technique 1.2 Patient's diagnosis 1.3 Diet recommendation</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment technique 1.2 Differentiate patient's diagnosis 1.3 Apply diet recommendation</p> <p><u>Knowledge of:</u></p> <p>2.1 Diet order form 2.2 Diet ordering procedure 2.3 Diet menu list</p> <p><u>Ability to:</u></p> <p>2.1 Identify order form 2.2 Follow diet ordering procedure 2.3 Determine diet menu list</p>



## TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	02	PERFORM PATIENT'S OBSERVATION
TASK NO	02.01	COUNT PATIENT'S RESPIRATORY RATE
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Count patient's respiratory rate using standard of procedure (SOP), non digital watch or clock with a hand that show the seconds and observation chart so that the needs of counting patient's respiratory rate is assessed, items are collected, patient is prepared and respiratory rate counted and recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1. Standard of Procedure (SOP) 2) Non digital watch or clock with a hand that shows the seconds 3) Observation chart</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of counting patient's respiratory rate		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Count respiration rate indication</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify counting respiration rate indication</p>
2. Collect types of items		<p><u>Knowledge of:</u></p> <p>2.1 Types of items 2.2 Items usage and function</p>

<p>3. Prepare patient for respiratory rate count</p> <p>4. Count patient respiratory rate</p> <p>5. Record document patient's respiratory rate</p>	<p><u>Ability to:</u> 2.1 Determine types of items 2.2 Determine usage and function of items</p> <p><u>Knowledge of:</u> 3.1 Technique of distracting the patient 3.2 Time to count respiration rate</p> <p><u>Ability to:</u> 3.1 Apply technique of distracting the patient 3.2 Adhere to time to count respiration rate</p> <p><u>Knowledge of:</u> 4.1 Technique and procedure of counting respiratory rate 4.2 Influencing factor 4.3 Abnormal breath sound</p> <p><u>Ability to:</u> 4.1 Apply technique and procedure of counting respiratory rate 4.2 Identify influencing factor 4.3 Identify abnormal rhythm of respiration</p> <p><u>Knowledge of:</u> 5.1 Respiratory rate documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u> 5.1 Comply respiratory rate documentation 5.2 Safe keep record</p> <p><u>Attitude/Safety:</u> - Responsible - Concise - Knowledgeable</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 03.06 Respond appropriately to people and situations</p>



### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	02	PERFORM PATIENT'S OBSERVATION
TASK NO	02.02	COUNT PATIENT'S PULSE RATE
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Count patient's pulse rate using standard of procedure (SOP), watch with second hand and observation chart so that the needs of counting patient's pulse rate is assessed. items are collected, patient is prepared, pulse rate counted and recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard of Procedure (SOP) 2) Non digital watch or clock with a hand that shows the seconds 3) Observation chart</p>		
STEPS		<p>ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)</p>
<p>1. Assess the needs of counting patient's pulse Rate</p>		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Count pulse rate indication</p>

<p>2. Collect types of items</p> <p>3. Prepare patient for pulse rate count</p> <p>4. Count patient's pulse rate</p> <p>5. Record document patient's pulse rate</p>	<p><u>Ability to:</u>  1.1 Apply assessment procedure  1.2 Identify counting pulse rate indication</p> <p><u>Knowledge of:</u>  2.1 Items types  2.2 Items usage and function</p> <p><u>Ability to:</u>  2.1 Determine types of items  2.2 Determine usage and function of items</p> <p><u>Knowledge of:</u>  3.1 Technique of locating pulse  3.2 Sensitivity of the finger</p> <p><u>Ability to:</u>  3.1 Apply technique of locating pulse sites  3.2 Determine sensitivity of the finger</p> <p><u>Knowledge of:</u>  4.1 Technique of counting pulsating beat  4.2 Technique of calculate the pulse rate  4.3 Quality of the pulse</p> <p><u>Ability to:</u>  4.1 Apply technique and procedure of counting pulse rate  4.2 Apply technique of calculate the pulse rate  4.3 Recognize the quality of the pulse</p> <p><u>Knowledge of:</u>  5.1 Pulse rate documentation  5.2 Safe keeping procedure</p> <p><u>Ability to:</u>  5.1 Comply pulse rate documentation  5.2 Safe keep record</p> <p><u>Attitude/Safety:</u>  - Responsible  - Concise  - knowledgeable  - Meticulous</p>
<p>CORE ABILITY</p>	<p>01.01 Identify and gather information  01.02 Document information procedure or processes</p>

	02.01 Interpret and follow manuals, instruction and SOP's 02.03 Communicate clearly 03.06 Respond appropriately to people and situations
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### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	02	PERFORM PATIENT'S OBSERVATION
TASK NO	02.03	MEASURE BLOOD PRESSURE
LEVEL	2	PERFORMANCE STANDARD (Action, Condition, Criteria):  Measure and document blood pressure using Standard of Procedure (S.O.P), sphygmomanometer and observation chart so that the needs of measuring blood pressure is assessed, types of items are collected, patient is prepared, blood pressure taken and findings recorded in accordance with Standard Of Procedure..
TOOLS/ EQUIPMENT/ MATERIALS: 1) Standard of Procedure (S.O.P) 2) Sphygmomanometers 3) Observation chart		

STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Asses the needs of measuring blood pressure	<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Blood pressure measurement indication 1.3 Patient's privacy</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify blood pressure measurement indication 1.3 Adhere to patient's privacy</p>
2. Collect types of items	<p><u>Knowledge of:</u></p> <p>2.1 Items types 2.2 Items usage and function of items 2.3 Collection procedure</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of items 2.2 Determine usage and function of items 2.3 Apply collection procedure</p>
3. Prepare patient for blood pressure measurement	<p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of applying pressure cuff 3.2 Technique of placing stethoscope 3.3 Guidelines - prior to measuring blood pressure</p> <p><u>Ability to:</u></p> <p>3.1 Apply technique and procedure of applying pressure cuff 3.2 Apply technique of placing stethoscope 3.3 Adhere to guidelines – prior to measuring blood pressure</p>
4. Measure patient blood pressure	<p><u>Knowledge of:</u></p> <p>4.1 Technique and procedure of measuring blood pressure 4.2 Systolic and diastolic sound 4.3 Technique of inflating and deflating the pressure cuff</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of blood pressure measurement 4.2 Detect systolic and diastolic sound 4.3 Apply technique of inflating and deflating the pressure cuff</p> <p>Control</p>

<p>5. Record document patient's blood pressure</p>	<p><u>Knowledge of:</u>  5.1 Blood pressure measurement documentation  5.2 Safe keeping procedure</p> <p><u>Ability to:</u>  5.1 Comply blood pressure measurement documentation  5.2 Safe keep record</p> <p><u>Attitude/Safety:</u>  - Responsible  - Concise  - Knowledgeable  - Sensitive</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  03.06 Respond appropriately to people and situations</p>

### TASK PROFILE

<p>JOB TITLE</p>	<p>SENIOR MIDWIFERY AIDE</p>	
<p>DUTY</p>	<p>02</p>	<p>PERFORM PATIENT OBSERVATION</p>
<p>TASK NO</p>	<p>02.04</p>	<p>MEASURE PATIENT'S TEMPERATURE</p>
<p>LEVEL</p>	<p>2</p>	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p>

		Measure patient's temperature using standard of procedure, watch, observation chart and thermometer so that the needs of measuring patient's body temperature is assessed, items needed are collected, patient is prepared, body temperature taken and findings recorded in accordance with Standard Of Procedure.
<b>TOOLS/ EQUIPMENT/ MATERIALS:</b> 1) Standard Of Procedure 2) Watch 3) Observation chart 4) Thermometer		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
1. Assess the needs of measuring patient's body temperature	<u>Knowledge of:</u> 1.1 Assessment procedure 1.2 Measure body temperature indication  Ability to: 1.1 Apply assessment procedure 1.2 Identify measuring weight indication	
2. Collect items	<u>Knowledge of:</u> 2.1 Types of items 2.2 Usage of items 2.3 Condition of items  <u>Ability to:</u> 2.1 Determine types and usage of items 2.2 Determine usage of items 2.3 Recognize condition of items	
3. Prepare patient for body temperature measurement	<u>Knowledge of:</u> 3.1 Time to take body temperature 3.2 Measure temperature on body location  <u>Ability to:</u> 3.1 Adhere to time to take body temperature 3.2 Apply measuring temperature on body location	
4. Measure patient's body temperature	<u>Knowledge of:</u> 4.1 Technique and procedure of measuring body temperature 4.2 Normal range of body temperature	

<p>5. Record document activities</p>	<p>4.3 Factors influencing body temperature</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of measuring body temperature  4.2 Identify normal range of body temperature  4.3 Identify factors influencing body temperature</p> <p><u>Knowledge of:</u></p> <p>5.1 Activities documentation  5.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>5.1 Comply activities documentation  5.2 Safe keep record</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Tactful</li> <li>- Skillful</li> <li>- Pleasant</li> <li>- Alert</li> </ul>
<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  03.02 Communicate clearly  03.02 Respond appropriately to people and situations</p>

**TASK PROFILE**

<p>JOB TITLE</p>	<p>SENIOR MIDWIFERY AIDE</p>	
	<p>02</p>	<p>PERFORM PATIENT'S OBSERVATION</p>

DUTY		
TASK NO	02.05	CHECK PATIENT'S OXYGEN SATURATION LEVEL
LEVEL	2	PERFORMANCE STANDARD (Action, Condition, Criteria): Check patient's percentage of oxygen using standard of procedure, pulse oximetry and SpO2 chart so that the needs of checking patient's oxygen saturation level is assessed, appropriate items selected, patient's percentage of oxygen saturation level measured and finding recorded in accordance with Standard Of Procedure.
<b>TOOLS/ EQUIPMENT/ MATERIALS:</b> 1) 1) Standard of Procedure (S.O.P)    2) Pulse oximetry    3) SpO2 chart		
<b>STEPS</b>	<b>ENABLING REQUIREMENTS</b> (Knowledge, Skill, Attitude And Safety)	
1. Asses the needs of checking patient oxygen saturation	<u>Knowledge of:</u> 1.1 Assessment Procedure 1.2 Check saturation oxygen indication  <u>Ability to:</u> 1.1 Apply Assessment Procedure 1.2 Identify Enema indication	
2. Select appropriate items	<u>Knowledge of:</u> 2.1 Types of Items 2.2 Usage and function of items 2.3 Collection procedure  <u>Ability to:</u> 2.1 Determine types of items 2.2 Determine items usage and function 2.3 Apply collection procedure	
3. Measure oxygen saturation level	<u>Knowledge of:</u> 3.1 Technique of measuring oxygen saturation level 3.2 Technique of placing the probe 3.3 Normal range of oxygen saturation  <u>Ability to:</u> 3.1 Apply technique of measuring oxygen saturation level	



<p>4. Record document oxygen saturation level</p>	<p>3.2 Apply technique of placing the probe 3.3 Recognize range of oxygen saturation</p> <p><u>Knowledge of:</u> 4.1 SpO2 documentation 4.2 Safe keeping procedure</p> <p><u>Ability to:</u> 4.1 Comply SpO2 documentation 4.2 Safe keep record</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Alert</li> <li>- Knowledgeable</li> <li>- Polite</li> </ul>
<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 03.06 Respond appropriately to people and situations</p>

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.03	PREPARE DELIVERY BED
LEVEL	2	<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>  1.1 Types of items  1.2 Usage of items  1.3 Condition of the item</p> <p><u>Ability to:</u>  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>  2.1 Method of arrangement of items  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>
3. Remove dirty sheets from the bed	<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>
4. Make a bed	<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>
5. Adjust the bed height	<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>
6. Take the dirty sheet to the laundry area	<p><u>Knowledge of:</u>  6.1 Items clearance procedure</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>
CORE ABILITY	<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>

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.04	PREPARE EQUIPMENT FOR DELIVERY
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare equipment for delivery using halogen lights, wall sucker, oxygen wall, entonox gas wall, sterile suction tubing, CTG monitoring, volumetric pump, parameters monitor, syringe pump, oxygen flow meter, oxygen tubing, drip stand and baby resuscitaire</p>



	<ul style="list-style-type: none"> <li>- Systematic</li> <li>- Cautious</li> </ul>
CORE ABILITY	<p>04.01 Organize own work activities</p> <p>04.02 Set and revise own objectives and goals</p> <p>04.03 Organize and maintain own workplace</p> <p>04.04 Apply problem solving strategies</p>

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.05	GIVE RETENTION ENEMA

LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Give retention enema using kidney dish, lubricant, enema, disposable glove and disposable bed linen so that the needs for giving enema is assessed, types of items are collected, enema given and the effectiveness of the procedure assessed and result recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Kidney dish 2) Lubricant 3) Enema 4) Disposable glove and 5) Disposable bed linen</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Asses the needs of giving enema</p> <p>2. Collect types of items</p> <p>3. Implement enema giving procedure</p> <p>4. Assess the effectiveness of the enema</p>	<p><u>Knowledge of:</u></p> <p>1.1 Assessment Procedure 1.2 Enema indication 1.3 Patient's privacy</p> <p><u>Ability to:</u></p> <p>1.1 Apply Assessment Procedure 1.2 Identify Enema indication 1.3 Adhere to Patient's privacy</p> <p><u>Knowledge of:</u></p> <p>2.1 Types of Items 2.2 Usage and function of items 2.3 Collection procedure</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of items 2.2 Determine items usage and function 2.3 Apply collection procedure</p> <p><u>Knowledge of:</u></p> <p>3.1 Enema giving Procedure 3.2 Patient's privacy 3.3 Maneuver in retaining the enema</p> <p><u>Ability to:</u></p> <p>3.1 Apply to enema giving Procedure 3.2 Provide Patient's privacy 3.3 Apply the maneuver in retaining the enema</p> <p><u>Knowledge of:</u></p>	

<p>5. Record document enema giving procedure</p>	<p>4.1 Assessment technique 4.2 Complication of enema administration</p> <p><u>Ability to:</u> 4.1 Apply Assessment procedure 4.2 Detect complication of enema administration</p> <p><u>Knowledge of:</u> 5.1 Enema giving documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u> 5.1 Comply enema giving documentation 5.2 Safe keeping procedure</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> </ul>
<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 strategies</p>

## TASK PROFILE



JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	03	PREPARE FOR DELIVERY
TASK NO	03.06	PREPARE SKIN PREPARATION PRE OPERATIVELY
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare skin preparation pre operatively using hair clip removal / disposable razor blade, a manual with diagrams and instructions of preoperative skin shave, disposable preparation tray, disposable glove, blanket, lighting, basin, warm water, antimicrobial soap, sponges and towels or water proof dapping so that the needs of skin preparation assessed, required items obtained, patient prepared and skin preparation implemented and items used cleared in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Hair clip removal / Disposable razors 2) A manual with diagrams and instructions of preoperative skin shave 3) Disposable preparation tray 4) Disposable Glove 5) Blanket 6) Lighting 7) Basin 8) Warm water 9) Antimicrobial Soap 10) Sponges 11) Towels or water proof dapping</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of skin preparation procedure		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Skin preparation indication 1.3 Specific order for skin preparation</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify skin preparation indication 1.3 Adhere to specific order for skin preparation</p>
2. Obtain items required		<p><u>Knowledge of :</u></p> <p>2.1 Items types 2.2 Items usage and function 2.3 Collection procedure</p> <p><u>Ability to:</u></p> <p>5.4 Determine types of items 5.5 Adhere to usage of items 5.6 Determine condition of items</p>

<p>3. Prepare patient for skin preparation procedure</p> <p>3. Implement the skin preparation procedure</p> <p>4. Clear skin preparation equipment</p> <p>5. Record document skin preparation procedure</p>	<p><u>Knowledge of:</u></p> <p>3.1 Patient's safety procedure 3.2 Skin area for preparation 3.3 Technique of skin scrub</p> <p><u>Ability to:</u></p> <p>2.1 Adhere to patient's safety 2.2 Identify skin area for preparation 2.3 Apply technique of skin scrub</p> <p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of skin preparation 3.2 Patient's privacy 3.3 Standard Precaution on infection control</p> <p><u>Ability to:</u></p> <p>3.1 Apply technique and procedure of skin preparation 3.2 Comply to patient's privacy 3.3 Adhere to Standard precaution on infection control</p> <p><u>Knowledge of:</u></p> <p>4.1 Items clearance procedure 4.2 Technique of clearing items 4.3 Items use for Infectious Disease</p> <p><u>Ability to:</u></p> <p>4.1 Apply clearance procedure 4.2 Apply technique of clearing items 4.3 Identify items use for infectious disease</p> <p><u>Knowledge of:</u></p> <p>5.1 Skin preparation documentation 5.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>5.1 Comply skin preparation documentation 5.2 Safe keep record</p> <p><u>Attitude and safety</u></p> <ul style="list-style-type: none"> <li>- Competent</li> <li>- Gentle</li> <li>- Cautious</li> <li>- Responsible</li> </ul>
<p>CORE ABILITIES</p>	<p>04.01 Organize own work activities 04.02 Set and revise own objectives and goals 04.03 Organize and maintain own workplace</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>
<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</p>

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.05	ASSIST IN PERINEAL WOUND CARE
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Care of perineal wound using swabbing set, disposable bed liner, antiseptic solution, bedpan, sterile gloves and mask (optional) so that the perineal skin assessed, types of items collected, procedure implemented, items used cleared and recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Swabbing set    2) Disposable bed liner    3) Antiseptic solution    4) Bedpan  5) Sterile gloves    6) Mask (optional)</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Asses perineal skin		<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure  1.2 Perineal wound classification  1.3 Factors affect perineal wound healing</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure  1.2 Identify perineal wound classification  1.3 Identify factors affect perineal wound healing</p>
2. Collect types of items		<p><u>Knowledge of:</u></p> <p>2.1 Types of Items  2.2 Usage and function of items  2.3 Collection procedure</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of items  2.2 Determine items usage and function  2.3 Apply collection procedure</p>
3. Implement the procedure		<p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of perineal swabbing  3.2 Patient's privacy  3.3 Standard Precaution on infection control</p>



## TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.06	PERFORM SITZ BATH
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform sitz bath using 2 wash tubs, bath towels , bath thermometer, pitcher of hot and cold water, bath blanket, inflating rubber ring prn, and patient's clean clothes so that the needs of performing sitz bth is assessed, items needed collected, patient prepared and procedure implemented and used equipment removed from patient in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) 2 wash tubs 2) Bath towels 3) Bath thermometer            4) Pitcher of hot water 5) Pitcher of cold water 6) Bath blanket 7) Inflating rubber ring prn.            8) Patient's clean clothes</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of performing sitz bath		<p><u>Knowledge of:</u></p> <p>2.4 Indications of performing sitz bath            1.2 Assessment technique and procedure            1.3 Contraindication to perform sitz bath</p> <p><u>Ability to:</u></p> <p>1.1 Determine indications of performing sitz bath            1.2 Apply assessment technique and procedure            1.3 Recognize contraindication to perform sitz bath</p>
2. Collect items needed		<p><u>Knowledge of:</u></p> <p>2.1 Item types            2.2 Items usage and function</p>

<p>3. Prepare patient for sitz bath</p> <p>4. Implement the procedure</p> <p>5. Remove equipment away from patient</p>	<p><u>Ability to:</u></p> <p>2.1 Determine types of item 2.2 Determine items usage and function</p> <p><u>Knowledge of:</u></p> <p>3.1 Patient's safety procedure 3.2 Patient's comfort 3.3 Condition and appearance of wound</p> <p><u>Ability to:</u></p> <p>3.1 Adhere to patient's safety 3.2 Attend to patient's comfort 3.3 Determine condition and appearance of wound</p> <p><u>Knowledge of:</u></p> <p>4.1 Technique and procedure of tepid sponge 4.2 Patient's privacy 4.3 Typical signs of faintness and fatigue</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of tepid sponge 4.2 Comply to patient's privacy 4.3 Monitor typical signs of faintness and fatigue</p> <p><u>Knowledge of:</u></p> <p>5.1 Items removal procedure 5.2 Items for Infectious Control</p> <p><u>Ability to:</u></p> <p>5.1 Apply clearance procedure 5.2 Identify items for infectious disease</p> <p><u>Attitude and safety</u></p> <ul style="list-style-type: none"> <li>- Competent</li> <li>- Gentle</li> <li>- Cautious</li> <li>- Alert</li> </ul>
<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</p>

	03.06 Respond appropriately to people and situations
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### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.08	TEACH BREAST SELF EXAMINATION
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Teach breast self examination using pamphlet, mirror and pictorial example of breast self examination so that patient's breast assessed, breast self examination demonstrated and patient's ability assessed in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Pamphlet    2) Mirror    3) Pictorial example of breast self examination</p>		
STEPS		<p>ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)</p>

<p>1. Assess patient's breast</p> <p>2. Demonstrate breast self examination</p> <p>3. Assess patient's ability</p>	<p><u>Knowledge of:</u></p> <p>1.1 Breast abnormalities 1.2 Appropriate size of breast 1.3 Basic breast anatomy</p> <p><u>Ability to:</u></p> <p>1.1 Detect breast abnormalities 1.2 Identify appropriate size of breast 1.3 Apply basic breast anatomy</p> <p><u>Knowledge of:</u></p> <p>2.1 Demonstration technique 2.2 Breast self examination 2.3 Patient's privacy</p> <p><u>Ability to:</u></p> <p>2.1 Apply Demonstration technique 2.2 Apply Breast self examination 2.3 Adhere to Patient's privacy</p> <p><u>Knowledge of:</u></p> <p>3.1 Assessment technique and procedure 3.2 Level of patient's ability</p> <p><u>Ability to:</u></p> <p>3.1 Apply assessment technique and procedure 3.2 Identify level of patient's ability</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Tactful</li> <li>- Skillful</li> <li>- Pleasant</li> <li>- Alert</li> <li>- Knowledgeable</li> <li>- Responsible</li> </ul>
<p>CORE ABILITY</p>	<p>01.04 Analyze information 02.08 Prepare pictorial and graphic information 03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.02 Set and revise own objectives and goals</p>

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.09	GIVE BEDPAN TO NON AMBULATING PATIENTS
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Give bedpan to non ambulating patients using trolley, bedpan, bedpan cover, disposable glove, toilet paper, wash cloth and towels so that the needs of giving bedpan is assessed, items required and patient is prepared, bedpan given and used items are cleared and cleansed in accordance with Standard Of Procedure.</p>

TOOLS/ EQUIPMENT/ MATERIALS:

- 1) Trolley 2) Bedpan 3) Bedpan cover 4) Disposable glove 5) Toilet paper 6) Wash cloth and 7) Towels

STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of giving bedpan	<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Bedpan giving indication</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify bedpan giving indication</p>
2. Prepare items required	<p><u>Knowledge of:</u></p> <p>2.1 Item types 2.2 Items function 2.3 Items usage</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of item 2.2 Determine items function 2.3 Determine items usage</p>
3. Prepare patient for giving bedpan procedure	<p><u>Knowledge of:</u></p> <p>3.1 Patient's safety procedure 3.2 Techniques of placing bedpan</p> <p><u>Ability to:</u></p> <p>3.1 Adhere to patient's safety 3.2 Apply technique of placing bedpan</p>
4. Perform giving bedpan procedure	<p><u>Knowledge of:</u></p> <p>4.1 Technique and procedure of giving bedpan 4.2 Patient's privacy 4.3 Standard Precaution on infection control</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of giving bedpan 4.2 Comply patient's privacy 4.3 Apply Standard Precaution on infection control</p>
5. Clean used items	<p><u>Knowledge of:</u></p> <p>5.1 Items clearance procedure 5.2 Technique of cleaning items 5.3 Items of Infectious Control</p> <p><u>Ability to:</u></p>

	<p>5.1 Apply clearance procedure  5.2 Apply technique of cleaning items  5.3 Identify items for infectious control</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Knowledgeable</li> <li>- Awareness</li> <li>- Skillful</li> <li>- Pleasant</li> <li>- Patience</li> </ul>
CORE ABILITY	<p>03.08 Develop and maintain a cooperation within work group  04.01 Organize own work activities  04.04 Apply problem solving strategies  04.05 Demonstrate initiative and flexibility</p>

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.10	COLLECT URINE FOR CULTURE AND SENSITIVITY

LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Collect urine culture and sensitivity using pericare set, urine specimen container, bacteriology form, water and soap, specimen record book and urine sample so that items are prepared, patient is instructed, urine specimen collected and specimen is dispatch to the correct laboratory in accordance with Standard Of Procedure</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Pericare set    2) Urine specimen container    3) Bacteriology form    4) Water and soap  5) Specimen record book    6) Urine sample</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Prepare items required</p> <p>2. Instruct the patient to collect urine</p> <p>3. Collect urine specimen</p> <p>4. Dispatch specimen collection</p>	<p><u>Knowledge of:</u></p> <p>1.1 Items types 1.2 Items usage and function</p> <p><u>Ability to:</u></p> <p>1.1 Determine types of item 1.2 Determine items usage and function</p> <p><u>Knowledge of:</u></p> <p>2.1 Collection of urine culture and sensitivity procedure 2.2 Test preparation 2.3 Standard Precautions on infection control</p> <p><u>Ability to:</u></p> <p>2.1 Apply collection of urine culture and sensitivity procedure 2.2 Adhere to test preparation 2.3 Apply Standard precautions on infection control</p> <p><u>Knowledge of:</u></p> <p>3.1 Urine collection procedure 3.2 Types of specimen</p> <p>Ability to:</p> <p>3.1 Apply urine collection procedure 3.2 Differentiate types of specimen</p> <p><u>Knowledge of:</u></p> <p>4.1 Dispatching procedure 4.2 Location to send specimen</p>	

<p>5. Record document collecting urine culture and sensitivity procedure</p>	<p><u>Ability to:</u>  4.1 Apply dispatching procedure  4.2 Identify location to sent specimen</p> <p><u>Knowledge of:</u>  5.1 Collection documentation  5.2 Safe keeping procedure</p> <p><u>Ability to:</u>  5.1 Follow collection documentation  5.2 Apply safe keeping procedure</p> <p><u>Attitude and safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Accountable</li> <li>- Systematic</li> <li>- Cautious</li> </ul>
<p>CORE ABILITY</p>	<p>04.01 Organize own work activities  04.04 Apply problem strategies  04.05 Demonstrate initiative and flexibility</p>

**TASK PROFILE**

### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	05	CARE OF NEWBORN
TASK NO	05.02	PERFORM BABY BATH
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria)</p> <p>Perform baby bath using baby bath tub, galipot, cotton wool balls, hooded bath towel, baby layette, moisturizing baby bath soap or bath gel, moisturizing lotion, mattress pad, diaper cloth / disposable, wipes and diaper rash cream so that the needs of performing baby bath assessed, items required prepared, baby prepared and bath implemented, used baby bath items cleared in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Baby bath tub   2) galipot   3) Cotton wool balls   4) Hooded bath towel   5) Baby layette          6) Moisturizing baby bath soap or bath gel   7) Moisturizing lotion   8) Mattress pad          9) Diaper cloth / disposable   10) Wipes   11) Diaper rash cream</p>		



STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess the needs of performing baby bath	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>1.1 Assessment procedure</li> <li>1.2 Bathing indication</li> <li>1.3 Baby's privacy</li> </ul> <p><u>Ability to:</u></p> <ul style="list-style-type: none"> <li>1.1 Apply assessment procedure</li> <li>1.2 Identify bathing indication</li> <li>1.3 Adhere to baby's privacy</li> </ul>
2. Prepare items required	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>2.1 Item type</li> <li>2.2 Item usage and functions</li> <li>2.3 Ideal water temperature</li> </ul> <p><u>Ability to:</u></p> <ul style="list-style-type: none"> <li>2.1 Determine the type of item</li> <li>2.2 Determine the usage and function of the item</li> <li>2.3 Adhere to ideal water temperature</li> </ul>
3. Prepare the baby	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>3.1 Baby's safety procedure</li> <li>3.2 Technique of holding the baby</li> <li>3.3 Standard Operating Procedure</li> </ul> <p><u>Ability to:</u></p> <ul style="list-style-type: none"> <li>3.1 Adhere to baby's safety</li> <li>3.2 Apply technique of holding the baby</li> <li>3.3 Apply standard operating procedure</li> </ul>
4. Implement baby bathing procedure	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>4.1 Technique and procedure of baby bath</li> <li>4.2 Baby's safety procedure</li> <li>4.3 Standard Precaution on infection control</li> </ul> <p><u>Ability to:</u></p> <ul style="list-style-type: none"> <li>4.1 Apply technique and procedure of skin preparation</li> <li>4.2 Comply to baby's safety procedure</li> <li>4.3 Adhere to Standard Precaution on infection control</li> </ul>
5. Clear baby bath items	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> <li>5.1 Items clearance procedure</li> <li>5.2 Technique of cleaning items</li> <li>5.3 Items use for Infectious Disease</li> </ul>

	<p><u>Ability to:</u>  5.1 Apply clearance procedure  5.2 Apply technique of cleaning items  5.3 Identify items use for infectious disease</p> <p><u>Attitude and safety</u></p> <ul style="list-style-type: none"> <li>- Competent</li> <li>- Gentle</li> <li>- Committed</li> <li>- Responsible</li> <li>- Efficient</li> </ul>
CORE ABILITY	03.08 Develop and maintain a cooperation within work group 04.01 Organize own work activities 04.03 Organize and maintain own workplace 04.04 Apply problem solving strategies 04.05 Demonstrate initiative and flexibility

### TASK PROFILE

JOB TITLE		MIDWIFERY AIDE
DUTY	05	CARE OF NEWBORN
TASK NO	05.03	PERFORM TOP AND TAIL
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform top and tail using top and tail set, cotton wool, towel, bowl of luke warm water, clean nappy, nappy cream, if used and fresh clothes if necessary so that items required are gathered, newborn is prepared and procedure done and used items cleared in accordance with Standard Of Precaution.</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	05	CARE OF NEWBORN
TASK NO	05.04	PERFORM CORD DRESSING

LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform cord dressing using sterile dressing set, cotton wool, antimicrobial solution, gloves and clinical waste bin so that items required gathered, newborn prepared, cord dressing performed and used items cleared in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Sterile dressing set    2) Cotton wool    3) Antimicrobial solution    4) Gloves    5) Clinical waste bin</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Gather items required</p> <p>2. Prepare newborn cord dressing</p> <p>3. Perform cord dressing</p> <p>4. Clear cord dressing items</p>	<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>1.4 Identify type and usage of items 1.5 Identify expiry date 1.6 Recognize condition of the packing</p> <p><u>Knowledge of:</u></p> <p>2.1 Newborn safety procedure 2.2 Technique of holding the newborn 2.3 Standard Operating Procedure</p> <p><u>Ability to:</u></p> <p>2.1 Adhere to newborn safety 2.2 Apply technique of holding the newborn 2.3 Apply standard operating procedure</p> <p><u>Knowledge of:</u></p> <p>3.1 Technique and procedure of cord dressing 3.2 Umbilical cord abnormality 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 Identify umbilical cord abnormality 3.3 Apply Standard Precaution on infection control</p> <p><u>Knowledge of:</u></p> <p>4.1 Items clearance procedure 4.2 Technique of cleaning items</p>	

	<p>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>03.08 Develop and maintain a cooperation within work group  03.09 04.01 Organize own work activities  03.10 04.04 Apply problem solving strategies  03.11 04.05 Demonstrate initiative and flexibility</p>

**TASK PROFILE**

JOB TITLE	SUPERVISOR MIDWIFERY AIDE
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## TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	06	MANAGE INFECTION CONTROL
TASK NO	06.02	HANDLE CONTAMINATED LINEN
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Handle contaminated linen using bio hazard bag, disposable glove, mask and disposable apron to so that contaminated linen is identified, collected, recorded, documented and dispatched to designated place in accordance with Standard Of Procedure</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Bio Hazard Bag 2) Disposable glove 3) Mask 4) Disposable apron</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Identify contaminated linen</p>		<p><u>Knowledge of:</u></p> <p>1.1 Type of contaminated linen</p> <p>1.2 Standard Precaution of Infection Control</p> <p><u>Ability to:</u></p> <p>1.1 Determine type of contaminated linen</p> <p>1.2 Apply Standard Precaution of Infection Control</p>
<p>2. Collect contaminated linen</p>		<p><u>Knowledge of:</u></p> <p>2.1 Contaminated linen collection procedure</p> <p>2.2 Types of contamination</p>

<p>3. Record and document</p>          <p>4. Dispatch contaminated linen</p>	<p><u>Ability to:</u>  2.1 Apply contaminated linen collection procedure  2.2 Differentiate types of contamination</p> <p><u>Knowledge of:</u>  3.1 Importance of documentation  3.2 Accurate recording</p> <p><u>Ability to:</u>  3.1 Determine importance of documentation  3.2 Practice accurate recording</p> <p><u>Knowledge of:</u>  4.1 Dispatching process  4.2 Standard Precaution of Infection Control</p> <p><u>Ability to:</u>  4.1 Adhere to dispatching process  4.2 Apply Standard Precaution of Infection Control</p> <p><u>Attitude / Safety:</u>  - Alert  - Responsible  - Meticulous  - Knowledgeable  - Skillful</p>
<p>CORE ABILITY</p>	<p>01.04 Analyze information  03.08 Develop and maintain a corporation within work group  04.01 Organize own work activities  04.03 Organize and maintain own work group</p>



### TASK PROFILE

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	06	MANAGE INFECTION CONTROL
TASK NO	06.03	HANDLE CONTAMINATED EQUIPMENT
LEVEL	2	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Handle contaminated equipment, using disposable glove, mask, container with lid so that contaminated equipment is identified, collected, recorded, documented and dispatched to designated place in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Record book 2) Equipment 3) Container with lid            4) Biohazard plastic 5) Disposable glove 6) Disposable Apron 7) Mask</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Identify contaminated equipment		<p><u>Knowledge of:</u></p> <p>1.1 Type of contaminated equipment            1.2 Standard Precaution on Infection Control</p> <p><u>Ability to:</u></p>

<p>2. Collect contaminated equipment</p> <p>3. Record document contaminated equipment</p> <p>4. Dispatch contaminated equipment</p>	<p>1.1 Determine type of contaminated equipment 1.2 Apply Standard Precaution of Infection Control</p> <p><u>Knowledge of:</u> 2.1 Contaminated equipment collection procedure 2.2 Types of contamination</p> <p><u>Ability to:</u> 2.1 Apply contaminated equipment collection procedure 2.2 Differentiate types of contamination</p> <p><u>Knowledge of:</u> 3.1 Contaminated equipment documentation 3.2 Safe keeping procedure</p> <p><u>Ability to:</u> 3.1 Comply contaminated equipment documentation 3.2 Safe keep record</p> <p><u>Knowledge of:</u> 4.1 Dispatching process 4.2 Standard Precaution on Infection Control</p> <p><u>Ability to:</u> 4.1 Adhere to dispatching process 4.2 Apply Standard Precaution on Infection Control</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Alert</li> <li>- Responsible</li> <li>- Meticulous</li> <li>- Knowledgeable</li> <li>- Skillful</li> </ul>
<p>CORE ABILITY</p>	<p>01.04 Analyze information 03.08 Develop and maintain a corporation within work group 04.01 Organize own work activities 04.03 Organize and maintain own work group</p>

	<ul style="list-style-type: none"> <li>- Awareness</li> <li>- Knowledgeable</li> </ul>
CORE ABILITY	<ul style="list-style-type: none"> <li>01.01 Identify and gather information</li> <li>01.02 Document information procedure or processes</li> <li>02.01 Interpret and follow manuals, instruction and SOP's</li> <li>02.03 Communicate clearly</li> <li>03.05 Demonstrate safety skills</li> <li>03.06 Respond appropriately to people and situations</li> </ul>

JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	07	PERFORM STORE MANAGEMENT
TASK NO	07.02	UPDATE STORE ITEM
LEVEL	2	PERFORMANCE STANDARD (Action, Condition, Criteria):  Update store item using Standard of Procedure (S.O.P), organization policy and Bin Card so that store item receive and ensure, item organize according to requirement , stock balance are check and recorded.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Standard of Procedure (S.O.P) 2) Department policy 3) Bin Card		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1 Receive Store Item		<u>Knowledge of:</u> 1.1 Consumables item 1.2 Process of receiving item 1.3 Organization policy 1.4 Item Care Instruction  <u>Ability to:</u> 1.1 Identify consumable item 1.2 Apply process of receiving store item 1.3 Follow organization policy 1.4 Apply item care instruction
2. Organized store item according to requirement		<u>Knowledge of:</u> 2.1 Organization policy 2.2 Usage of Bin card  <u>Ability to:</u> 2.1 Adhere to organization policy 2.2 Determine the usage bin card
3. Check Stock Balance		<u>Knowledge of:</u> 3.1 Stock level 3.2 Delivery Order 3.3 Documentation process

	<p><u>Ability to:</u>  3.1 Identify stock level  3.2 Confirm delivery order quantity  3.3 Identify documentation process</p> <p><u>Attitude/Safety:</u>  - Responsible  - Alert  - Skillful  - Cautious  - Meticulous</p>
<p>CORE ABILITY</p>	<p>01.04 Analyze information  02.03 Communicate clearly  03.03 Accept responsibility for own work and work area  03.05 Demonstrate safety skills  06.03 Identify and highlight problems</p>

03.09 manage and improve performance of individuals  
03.10 Provide consultation and counseling