



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

**MP-051-3**

***Midwifery Aide Supervisor***  
**Penyelia Perbidanan**

**LEVEL 3**



**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
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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		SUPERVISORY MIDWIFERY AIDE
DUTY	02	PERFORM PATIENT'S OBSERVATION
TASK NO	02.06	PERFORM ELECTRO CARDIOGRAM – 12 LEAD
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Perform electro cardiogram – 12 lead using ECG machine, electrode plate, pericardial electrodes, electrode wire, electrode gel, spirit swab, ECG graph paper and tissue paper so that needs of performing ECG is assessed, items needed are collected, patient is prepared, ECG done , used items are cleared and findings recorded in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) ECG machine (multi-channel) 2) Electrode plate 3) Pericardial electrodes 4) Electrode wire 5) Electrode gel 6) Spirit swab 7) Tissue paper 8) ECG graph paper</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Assess the needs of performing ECG</p> <p>2. Collect items needed</p>		<p><u>Knowledge of:</u></p> <p>1.1 Assessment technique and procedure 1.2 ECG indication 1.3 Patient's privacy</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment technique and procedure 1.2 Identify ECG indication 1.3 Adhere to patient's privacy</p> <p><u>Knowledge of:</u></p> <p>2.1 Item types 2.2 Items usage and function 2.3 Collection procedure</p> <p><u>Ability to:</u></p> <p>2.1 Determine types of item 2.2 Determine items usage and function</p>

<p>3. Prepare patient for ECG procedure</p> <p>4. Perform ECG procedure</p> <p>5. Clear ECG equipment</p> <p>6. Record document ECG</p>	<p>2.3 Apply collection procedure</p> <p><u>Knowledge of:</u></p> <p>3.1 Patient's safety procedure 3.2 Electrical hazard 3.3 Technique of electrode placement</p> <p><u>Ability to:</u></p> <p>3.1 Adhere to patient's safety 3.2 Identify electrical hazard 3.3 Apply technique of placing the electrodes</p> <p><u>Knowledge of:</u></p> <p>4.1 Technique and procedure of ECG 4.2 Fault condition 4.3 ECG signs of infarct</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of ECG 4.2 Comply to fault condition 4.3 Recognize ECG signs of infarct</p> <p><u>Knowledge of:</u></p> <p>5.1 Items clearance procedure 5.2 Technique of cleaning items 5.3 Items for Infectious Control</p> <p><u>Ability to:</u></p> <p>5.1 Apply clearance procedure 5.2 Apply technique of cleaning items 453 Identify items for infectious disease</p> <p><u>Knowledge of:</u></p> <p>6.1 ECG documentation 6.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>6.1 Comply ECG documentation 6.2 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>
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CORE ABILITIES	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

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	04	PERFORM NURSING CARE
TASK NO	04.11	PERFORM BASIC LIFE SUPPORT
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria):  Perform basic life support so that emergency situation responded patient's condition, airway and circulation assessed, chest compression done and patient's responsiveness assessed in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS:		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Respond to emergency situation		<u>Knowledge of:</u> 1.1 Emergency situation 1.2 Hazard to health and safety to self and others 1.3 Immobilization skills  <u>Ability to:</u> 1.1 Recognize emergency situation 1.2 Identify hazard to health and safety to self and others 1.3 Apply immobilization skills
2. Assess the patient's condition		<u>Knowledge of:</u> 2.1 General impression of the patient 2.2 Responsiveness / level of consciousness 1.3 Chief complaint / apparent life threat  <u>Ability to:</u> 2.1 Verbalize the general impression of the patient 2.2 Determines responsiveness / level of consciousness 2.3 Determine chief complaint / apparent life threat

<p>3. Assess the airway and circulation</p> <p>4. Compress chest in combination with rescue breath</p> <p>5. Reassess patient's responsiveness</p>	<p><u>Knowledge of:</u></p> <p>3.1 Appropriate oxygen therapy 3.2 Adequate ventilation 3.3 Normal vital signs</p> <p><u>Ability to:</u></p> <p>3.1 Initiate appropriate oxygen therapy 3.2 Assure adequate ventilation 3.3 Assess normal vital signs</p> <p><u>Knowledge of:</u></p> <p>4.1 Technique of compression and rescue breath 4.2 Head tilt and chin lift position 4.3 Factors influencing chest movement</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique of compression and rescue breath 4.2 Maintain head tilt and chin lift position 4.3 Detect factors influencing chest movement</p> <p><u>Knowledge of:</u></p> <p>5.1 Basic life support protocol 5.2 Basic life support cycle 5.3 Recovery position</p> <p><u>Ability to:</u></p> <p>5.1 Adhere to basic life support protocol 5.2 Adhere to life support cycle 5.3 Apply recovery position</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Knowledgeable</li> <li>- Skillful</li> <li>- Vigilant</li> <li>- Responsible</li> </ul>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity 03.14 Facilitate and coordinate teams and ideas 03.16 Identify and assess client / customer needs</p>



<p>3. Record document activities</p>	<p>2.2 Adhere to Patient's privacy</p> <p><u>Knowledge of:</u>  3.1 Activities documentation  3.2 Safe keeping procedure</p> <p><u>Ability to:</u>  3.1 Comply activities documentation  3.2 Safe keep record</p> <p><u>Attitude / Safety:</u>  - Tactful  - Skillful  - Pleasant  - Alert</p>
<p>CORE ABILITY</p>	<p>01.00 Apply thinking skills and creativity  02.11 Convey information and ideas to people  03.10 Provide consultation and counseling  03.06 Identify and assess client/customer needs  06.07 Develop and maintain networks</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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DUTY	05	MANAGE OF NEWBORN
TASK NO	05.05	ASSIST IN NEWBORN RESUSCITATION
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria):  Assist newborn resuscitation using suction tubing, emergency trolley, sucker, warm linen and sterile water so that items required for resuscitation are identified, resuscitation assisted and used items are cleared away in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Suction tubing 2) Emergency trolley 3) Sucker 4) Warm linen 5) Sterile water		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
1. Identify items required for resuscitation	<u>Knowledge of:</u> 1.1 Types and usage of items 1.2 Item expiry date 1.3 Safety of equipment  <u>Ability to:</u> 1.1 Identify types and usage of items 1.2 Identify expire date 1.3 Recognize safety of equipment	
2. Assist nurse during resuscitation	<u>Knowledge of:</u> 2.1 Technique and procedure of assisting during resuscitation 2.2 Resuscitation algorithm 2.3 Standard Precaution on infection control  <u>Ability to:</u> 2.1 Apply technique and procedure of assisting during resuscitation 2.2 Anticipate Resuscitation algorithm 2.3 Apply Standard Precaution on infection control	
3. Clear away Item	<u>Knowledge of:</u> 3.7 Item clearance procedure. 3.8 Technique of clearing item. 3.9 Items for infectious disease.  <u>Ability to:</u>	

	<p>5.9 Apply clearance procedure  5.10 Apply technique of cleaning item  3.3 Identified item for infectious</p> <p><u>Attitude / Safety</u></p> <ul style="list-style-type: none"> <li>- Committed</li> <li>- Responsible</li> <li>- Alert</li> <li>- Skillful</li> </ul>
CORE ABILITY	<p>01.11 Apply thinking skills and creativity  03.16 Identify and assess client / customer needs</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	06	MANAGE INFECTION CONTROL
TASK NO	06.04	PREPARE REQUIREMENT FOR INFECTIOUS DISEASE
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria): Prepare requirement for infectious disease by using disposable gloves, mask, clinical waste bin, goggle, plastic bag, biohazard plastic and disposable apron so that the needs of managing infected patient is assessed, items required prepared and cleared away in accordance with Standard Of Procedure.
<b>TOOLS/ EQUIPMENT/ MATERIALS:</b> 1) Disposable Gloves 2) Mask 3) Clinical waste bin 4) Goggle 5) Plastic bag 6) Biohazard plastic 7) Disposable apron		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)

<p>1. Assess the needs of managing infected patient</p>	<p><u>Knowledge of:</u></p> <p>1.1 Assessment procedure 1.2 Types of Infectious disease 1.3 Isolation technique</p> <p><u>Ability to:</u></p> <p>1.1 Apply assessment procedure 1.2 Identify types of infectious disease 1.3 Apply isolation technique</p>
<p>2. Prepare items required</p>	<p><u>Knowledge of:</u></p> <p>2.1 Preparation procedure 2.2 Items types 2.3 Items usage and function</p> <p><u>Ability to:</u></p> <p>2.1 Apply collection procedure 2.2 Determine types of items 2.3 Determine items usage and function</p>
<p>3. Clear infectious items</p>	<p><u>Knowledge of:</u></p> <p>3.1 Items clearance procedure 3.2 Technique of cleaning items 3.3 Standard Precaution on infectious control</p> <p><u>Ability to:</u></p> <p>3.1 Apply clearance procedure 3.2 Apply technique of cleaning items 3.3 Apply Standard Precaution on infectious 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> </ul>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity 02.11 Convey information and ideas to people 03.10 Provide consultation and counseling 03.014 Facilitate and coordinate teams and ideas</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	06	MANAGE INFECTION CONTROL
TASK NO	06.05	HANDLE NEEDLE PRICK INCIDENCE
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Handle needle prick injury using standard of procedure, needle prick guidelines, standard universal precaution, incident report form and infection control guidelines so that first aid measures given, needle prick injury managed, the incident reported and documented in accordance with Standard Of Procedure</p>

TOOLS/ EQUIPMENT/ MATERIALS:	
1) Standard of Procedure 2) Needle Prick Guidelines 3) Standard Universal Precaution 4) Incident report form 5) Infection Control Guidelines	
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Give first aid measures	<p><u>Knowledge of:</u></p> <p>1.4 Procedure of first aid measure 1.5 Immediate follow up action</p> <p><u>Ability to:</u></p> <p>1.1 Adhere to procedure of first aid measure 1.2 Follow immediate follow up action</p>
2. Manage needle prick injury	<p><u>Knowledge of:</u></p> <p>2.1 Remedial action plan 2.2 Infection control guidelines 2.3 Needle prick guidelines</p> <p><u>Ability to:</u></p> <p>2.1 Follow remedial action plan 2.2 Follow infection control guidelines 2.3 Follow needle prick guidelines</p>
3. Report the incident	<p><u>Knowledge of:</u></p> <p>3.1 Reporting incident procedure 3.2 Filling in incident report</p> <p><u>Ability to:</u></p> <p>3.1 Follow reporting incident procedure 3.2 Follow filling in incident report</p>
4. Record document needle prick injury	<p><u>Knowledge of:</u></p> <p>4.1 Needle prick injury documentation 4.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>4.1 Comply needle prick injury documentation 4.2 Safe keeping procedure</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Concise</li> </ul>

	<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>



## TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	07	PERFORM STORE MANAGEMENT
TASK NO	07.03	VERIFY BIN CARD
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Verify bin card using Standard of Procedure (S.O.P), Organization policy, bin card so that stock level are check, store is organized and bin card are updated.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard of Procedure (S.O.P)    2) Department Policy    3) Bin Card</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Check Stock Level</p> <p>2. Organized The Store</p>		<p><u>Knowledge of:</u></p> <p>1.1 Stock level 1.2 Usage of Bin Card 1.3 Delivery Order</p> <p><u>Ability to:</u></p> <p>1.1 Ensure stock level according requirement 1.2 Adhere to usage of Bin Card 1.3 Confirm delivery order quantity</p> <p><u>Knowledge of:</u></p> <p>2.1 Type of consumables item 2.2 First in first out Concept 2.3 Organization policy 2.4 Item Care Instruction</p> <p><u>Ability to:</u></p> <p>2.1 Recognize consumables item 2.2 Follow First in first our concept</p>

<p>3. Verify Bin Card</p>	<p>2.3 Follow department policy 2.4 Arrange item according product specification</p> <p><u>Knowledge of:</u> 3.1 Stock level 3.2 Bin Card recording process 3.3 Delivery Order</p> <p><u>Ability to:</u> 3.1 Identify stock level 3.3 Comply with bin card recording process 3.3 Determine delivery order</p> <p><u>Attitude/Safety:</u> - Responsible - Skillful - Meticulous</p>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity 02.11 Convey information and ideas to people 03.13 Develop and maintain team harmony and resolved conflicts 03.14 Facilitate and coordinate teams and ideas</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.01	CHECK OXYGEN CYLINDER
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Check oxygen cylinder using oxygen cylinder, oxygen regulator and manual manufacturer instruction so that oxygen gas supply checked, troubleshoot guided, oxygen cylinder operated , cleaned and maintenance done and safety precaution taken in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Oxygen cylinder    2) Oxygen regulator    3) Manual Manufacturer Instruction</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
<p>1. Check oxygen gas supply in the cylinder</p>		<p><u>Knowledge of:</u></p> <p>1.1 Technique and procedure of checking pressure system            1.2 Smooth operation of floats and undamaged flow tubes            1.3 Scavenging system</p> <p><u>Ability to:</u></p> <p>1.1 Apply technique and procedure of checking pressure system            1.2 Check smooth operation of floats and undamaged flow tubes            1.3 Adjust scavenging system</p>

<p>2. Guide cylinder oxygen troubleshoot</p> <p>3. Operate the oxygen cylinder</p> <p>4. Clean and maintenance of oxygen cylinder</p> <p>5. Take safety precaution of oxygen cylinder</p>	<p><u>Knowledge of</u></p> <p>2.1 Type of troubleshoot 2.1 Probable cause 2.2 Remedial action</p> <p><u>Ability to:</u></p> <p>2.1 Attempt to types of troubleshoot 2.2 Recognize the probable cause 2.2 Apply remedial action</p> <p><u>Knowledge of:</u></p> <p>3.1 Technique of attaching the regulator to the full cylinder 3.2 Turning on and off the oxygen cylinder 3.3 Valve connection</p> <p><u>Ability to:</u></p> <p>3.1 Apply the technique of attaching the regulator to the full cylinder 3.2 Determine the turning on and off the oxygen cylinder 3.3 Recognize valve connection</p> <p><u>Knowledge of:</u></p> <p>4.1 Technique and procedure of cleaning the oxygen cylinder 4.2 Safety and standard</p> <p><u>Ability to:</u></p> <p>4.1 Apply technique and procedure of cleaning the oxygen cylinder 4.2 Adhere to safety and standard of maintenance</p> <p><u>Knowledge of:</u></p> <p>5.1 Cylinder storage and stability 5.2 Smoke detector and fire extinguisher</p> <p><u>Ability to:</u></p> <p>5.1 Create proper storage environment 5.2 Adhere to smoke detector and fie extinguisher</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Knowledgeable</li> <li>- Confidence</li> <li>- Responsible</li> <li>- Awareness</li> </ul>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity 02.11 Convey information and ideas to people 03.15 Liaise to achieve identified outcomes</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.02	PREPARE STAFF ROSTER
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare staff roster using computer, paper, request book and calendar so that staff competency assessed, roster prepared and communication with staff done in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Computer    2) Paper    3) Request book    4) Calendar</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Assess staff		<i>Knowledge of:</i>

<p>competency</p> <p>2. Prepare staff roster</p> <p>3. Communicate with staff</p>	<p>1.1 Assessment procedure 1.2 Staff competency level 1.3 Skill mix</p> <p><u>Ability to:</u> 1.4 Apply assessment procedure 1.5 Identify staff competency level 1.6 Ensure skill mix within the shift</p> <p><u>Knowledge of</u> 2.1 Types of shift 2.2 Staffing principle 2.3 Verification process</p> <p><u>Ability to:</u> 2.1 Define types of shift 2.2 Apply staffing principle 2.3 Apply verification process</p> <p><u>Knowledge of:</u> 3.1 Communication process 3.2 Staff's level of understanding</p> <p><u>Ability to:</u> 3.1 Apply communication process 3.2 Recognize staff's level of understanding</p> <p><u>Attitude / Safety:</u> - Knowledgeable - Confidence - Responsible - Awareness</p>
<p>CORE ABILITY</p>	<p>02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.03	IDENTIFY STAFF TRAINING NEEDS
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Identify staff training needs using computer, training material and audio visual aid so that staff training planned and conducted and training outcome evaluated in accordance with Standard Of Procedure.</p>





	03.09 manage and improve performance of individuals 03.10 Provide consultation and counseling
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**TASK PROFILE**

JOB TITLE	SUPERVISOR MIDWIFERY AIDE	
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.04	MANAGE STAFF PERFORMANCE APPRAISAL

LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Evaluate staff performance using standard operation procedure, appraisal form / computer system, anecdotal report and staff personal files so that required items obtained, staff performance appraised, recommendation report prepared and approved in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard Operation Procedure 2) Appraisal form / computer system 3) Anecdotal report 4) Staff personal file</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Obtain items required</p> <p>2. Appraisal staff performance</p> <p>3. Prepare staff appraisal recommendation report</p> <p>4. Approve staff appraisal report</p>	<p><i>Knowledge of:</i></p> <p>1.1 Items type 1.2 Items usage and function</p> <p><i>Ability to:</i></p> <p>1.1 Determine type of items 1.2 Determine items usage and function</p> <p><i>Knowledge of:</i></p> <p>2.1 Appraisal procedure 2.2 Staff capabilities</p> <p><i>Ability to:</i></p> <p>2.1 Apply appraisal procedure 2.2 Recognize staff capabilities</p> <p><i>Knowledge of:</i></p> <p>3.1 Appraisal recommendation report procedure 3.2 Report format</p> <p><i>Ability to:</i></p> <p>3.1 Apply appraisal recommendation report procedure 3.2 Apply report format</p> <p><i>Knowledge of:</i></p> <p>4.1 Approval hierarchy 4.2 Approval procedure</p>	

	<p><u>Ability to:</u>  4.1 Determine approval hierarchy  4.2 Apply approval procedure</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Knowledgeable</li> <li>- Confidence</li> <li>- Responsible</li> <li>- Awareness</li> </ul>
<p>CORE ABILITY</p>	<p>01.12 Apply thinking skills and creativity  02.10 Prepare reports and instructions  02.11 Convey information and ideas to people  03.09 Manage and improve performance of individuals  03.10 Provide consultation and counseling</p>

**TASK PROFILE**

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.05	ORIENTATE STAFF
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria):  Orientate staff using orientation log book, standard operating procedure so that orientation log book obtained, staff orientated and acknowledged and recorded in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Orientation log book 2) Standard Operating Procedure		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Obtain orientation log book		<u>Knowledge of:</u> 1.1 Rules and regulations of the hospital / policy 1.2 Standard document / log book  <u>Ability to:</u> 1.3 Understand rules and regulation of the organization 1.4 Identify standard document / log book
2. Orientate staff		<u>Knowledge of</u> 2.1 Physical set of the unit 2.2 Types of facilities 2.3 Usage of the facilities  <u>Ability to:</u> 2.1 Show physical set up of the unit 2.2 Identify types of facilities 2.3 Usage of the facilities
3. Acknowledge from staff		<u>Knowledge of:</u> 3.1 Acknowledgement procedure and process 3.2 Staff's feedback  <u>Ability to:</u> 3.1 Apply the acknowledgement procedure and process 3.2 Analyze staff's 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 Filing system  4.3 Apply retrieving procedure</p> <p><u>Attitude / Safety:</u>  - Knowledgeable  - Confidence  - Responsible  - Awareness</p>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity  03.10 Provide consultation and counseling  03.13 Develop and maintain team harmony and resolve conflicts</p>

## TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.06	PREPARE STAFF ASSIGNMENT
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Prepare staff assignment using computer an assignment book so that work flow planned, work assignment activities outlined, staff assignment prepared and staff performance evaluated in accordance with Standard Of Procedure</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Computer 2) Assignment book</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Plan work flow		<p><u>Knowledge of:</u></p> <p>1.1 Planning procedure 1.2 Staff work description</p> <p><u>Ability to:</u></p> <p>1.1 Apply planning procedure 1.2 Determine planning procedure</p>
2. Outline work assignment activities		<p><u>Knowledge of:</u></p> <p>2.1 Types of activities 2.2 Types of assignment</p> <p><u>Ability to:</u></p> <p>2.1 Define types of activities 2.2 Define types of assignment</p>
3. Prepare staff assignment		<p><u>Knowledge of:</u></p>

<p>4. Evaluate staff performance</p>	<p>3.1 Staff competency level 3.2 Mentor program</p> <p><u>Ability to:</u> 3.1 Determine staff competency level 3.2 Apply mentoring program</p> <p><u>Knowledge of:</u> 4.1 Technique and procedure of evaluating 4.2 Staff feedback</p> <p><u>Ability to:</u> 4.1 Apply technique and procedure of evaluating 4.2 Analyze staff feedback</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>01.11 Apply thinking skills and creativity 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counseling</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.07	CONDUCT UNIT MEETING
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria):  Conduct unit meeting using minutes of meeting, attendance sheet so that meeting objectives planned, meeting chaired and meeting agenda discussed and minute of the meeting recorded in accordance with Standard Of Procedure.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Minutes of meeting    2) Attendance sheet		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Plan meeting objectives		<u>Knowledge of:</u> 1.5 Planning procedure 1.2 Type of meeting  <u>Ability to:</u> 1.6 Apply planning procedure 1.7 Determine type of meeting
2. Chair the meeting		<u>Knowledge of</u>





### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.08	SUPERVISE WORK PROGRESS
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Supervise work progress using subordinate profile, job specification, work schedule and work progress report so that subordinates job specification identified, work progress checked and work progress report prepared in accordance with Standard Operating Procedures.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Subordinate profile    2) Job specification    3) Work schedule    4) Work progress report</p>		
STEPS		<p>ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)</p>
1. Identify subordinates job		<i>Knowledge of:</i>

<p>specification</p> <p>2. Check subordinate work progress</p> <p>3. Prepare work progress report</p>	<p>1.1 Job specification of subordinates 1.2 Division of task 1.3 Subordinates profile 1.4 Subordinates work schedule</p> <p><u>Ability to:</u> 1.1 Clarify job specification of subordinates 1.2 Determine division of task 1.3 Determine subordinates profile 1.4 Determine subordinates work schedule</p> <p><u>Knowledge of:</u> 2.1 Subordinate work schedule 2.2 Work progress 2.3 Work progress evaluation</p> <p><u>Ability to:</u> 2.1 Identify subordinates work schedule 2.2 Identify work progress 2.3 Assess work progress</p> <p><u>Knowledge of:</u> 3.1 Report format 3.2 Work progress report 3.3 Filing procedure</p> <p><u>Ability to:</u> 3.1 Follow work format 3.2 Update work progress 3.3 Follow filing procedure</p> <p><u>Attitude / Safety:</u> - Precise - Responsible - Resourceful - Clarity</p>
<p>CORE ABILITY</p>	<p>04.01 Organize own work activities 03.08 Develop and maintain a cooperation within work group 04.02 Set and revise own objective and goals 01.04 Analyze information 04.04 Apply problem solving strategies</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.09	ENSURE SUFFICIENT LINEN SUPPLY
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Ensure sufficient linen supply by using record book, trolley and linen inventory card so that items required are prepared, linen supply counted, stored and recorded in accordance with Standard Of Procedure.</p>

TOOLS/ EQUIPMENT/ MATERIALS:	
1) Record book 2) Trolley 3) Linen inventory card	
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Prepare items required	<p><u>Knowledge of:</u></p> <p>1.1 Items types 1.2 Items functions 1.3 Items usage</p> <p><u>Ability to:</u></p> <p>1.1 Determine types of items 1.2 Determine items functions 1.3 Determine items usage</p>
2. Count linen supply	<p><u>Knowledge of:</u></p> <p>2.1 Counting linen supply procedure 2.2 Process of linen supply 2.3 Different type of linen</p> <p><u>Ability to:</u></p> <p>2.1 Apply counting linen supply procedure 2.2 Understand process of linen supply 2.3 Differentiate type of linen</p>
3. Store linen supply	<p><u>Knowledge of:</u></p> <p>3.1 System of storage 3.2 Safety in storage</p> <p><u>Ability to:</u></p> <p>3.1 Determine system of storage 3.2 Apply safety in storage</p>
4. Record document linen supply	<p><u>Knowledge of:</u></p> <p>4.1 Linen supply documentation 4.2 Safe keeping procedure</p> <p><u>Ability to:</u></p> <p>4.1 Comply linen supply documentation 4.2 Safe keep record</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> <li>- Knowledgeable</li> <li>- Skillful</li> <li>- Honest</li> </ul>

CORE ABILITY	03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes

### TASK PROFILE

JOB TITLE	SUPERVISOR MIDWIFERY AIDE	
DUTY	08	PERFORMED SUPERVISORY FUNCTION
TASK NO	08.10	ENSURE SAFETY OF PATIENT'S PROPERTY

LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Ensure safety of patient's property using safety deposit box, form / property book, zipper bag / envelope with seal and recording book so that items are identified, patient's property are kept safe and witnessed according to Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Safety deposit box 2) Form / Property book 3) Zipper bag / envelope with seal 4) Recording book</p>		
STEPS	ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)	
<p>1. Identify item</p> <p>2. Ensure safe keeping of the property</p> <p>3. Witness safe keeping</p>	<p><u>Knowledge of:</u></p> <p>1.1 Security items 1.2 Safe keeping procedure 1.3 Form / Property book</p> <p><u>Ability to:</u></p> <p>1.1 Determine security items 1.2 Carry out safe keeping procedure 1.3 Recognize form / Property book</p> <p><u>Knowledge of:</u></p> <p>2.1 Standard of Procedure 2.2 Location for safe keeping 2.3 Different type of property</p> <p><u>Ability to:</u></p> <p>2.1 Comply to Standard of Procedure 2.2 Identify location for safe keeping 2.3 Differentiate different type of property</p> <p><u>Knowledge of:</u></p> <p>3.1 Rules and Regulation 3.2 Patient's right 3.3 Content in the form / property book</p> <p><u>Ability to:</u></p> <p>3.1 Follow Rules and Regulation 3.2 Determine patient's right 3.3 Ensure the content in the form / property</p> <p><u>Attitude / Safety:</u></p> <ul style="list-style-type: none"> <li>- Cautious</li> <li>- Resourceful</li> <li>- Integrity</li> </ul>	

	- Meticulous
CORE ABILITY	03.06 Respond appropriately to people and situation 03.13 Develop and maintain team harmony and resolve conflict 03.16 Identify and assess client/customer needs 06.07 Develop and maintain networks

**TASK PROFILE**



JOB TITLE		SENIOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.11	CHECK CALIBRATION OF BIOMEDICAL EQUIPMENT
LEVEL	3	PERFORMANCE STANDARD (Action, Condition, Criteria):  Check calibration of biomedical equipment using plan preventive maintenance document (PPM) so that biomedical equipment identified, PPM schedule checked and biomedical engineering department informed in accordance with Standard Operating Procedures.
TOOLS/ EQUIPMENT/ MATERIALS: 1) Plan preventive maintenance documents (PPM)		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Identify biomedical equipment		<u>Knowledge of:</u> 1.1 Types of biomedical equipment 1.2 Function of biomedical equipment  <u>Ability to:</u> 1.1 Identify types of biomedical equipment 1.2 Describe function of biomedical equipment
2. Check PPM Schedule		<u>Knowledge of:</u> 2.1 PPM master list 2.2 PPM Sticker  <u>Ability to:</u> 2.1 Refer to PPM master list 2.2 Recognize PPM Sticker
3. Inform biomedical engineering department		<u>Knowledge of:</u> 3.1 Equipment for calibration 3.2 Recording procedure 3.3 Sending equipment

	<p><u>Ability to:</u></p> <p>3.1 Identify equipment for calibration  3.2 Record equipment into log book  3.3 Equipment send to relevant department</p> <p><u>Attitude/ safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Integrity</li> <li>- Efficient</li> <li>- Informative</li> </ul>
<p>CORE ABILITY</p>	<p>01.04 Analyze information  03.08 Develop and maintain cooperation within work group  04.01 Organize own work activities  04.02 04.02 Set and revise own objectives and goals  04.03 Apply problem solving strategies</p>

## TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	08	PERFORM SUPERVISORY FUNCTION
TASK NO	08.12	CHECK FUNCTION OF BIOMEDICAL EQUIPMENT
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Check function of biomedical equipment using biomedical equipment and test strips records book so that types of equipment identified, function tested and biomedical engineering department informed in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Biomedical equipment    2) Test strips records book</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Identify types of equipment		<p><u>Knowledge of:</u></p> <p>1.1 Equipment functions and usage 1.2 Condition of the equipments</p> <p><u>Ability to:</u></p> <p>1.1 Identify functions and usage of equipment 1.2 Recognize condition of equipments</p>
2. Test equipment function		<p><u>Knowledge of:</u></p> <p>2.1 Equipment manual 2.2 Equipment troubleshooting</p> <p><u>Ability to:</u></p> <p>2.1 Follow equipment manual 2.2 Recognize equipment trouble shooting</p>
3. Inform biomedical engineering department		<p><u>Knowledge of:</u></p> <p>3.1 Procedure of informing engineering department 3.2 PPM performed before usage</p>

	<p><u>Ability to:</u>  3.1 Apply procedure of informing engineering department  3.2 Ensure PPM performed before usage</p> <p><u>Attitude / Safety</u>  - Responsible  - Awareness  - Informative  - Committed</p>
CORE ABILITY	01.11 Apply thinking skills and creativity 03.15 Liaise to achieve identified outcomes 06.07 Develop and maintain networks

## TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.06	MONITOR INVENTORY ITEMS
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Monitor inventory items using standard of procedure, bin card so that inventory items checked, variances corrected and attributed and permission to restrict access assigned in accordance with Standard Of Procedure.</p>
<p>TOOLS/ EQUIPMENT/ MATERIALS:</p> <p>1) Standard of Procedure (S.O.P)    2) Bin card</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Check items inventory		<p><u>Knowledge of:</u></p> <p>1.1 Setting up of ABC inventory system 1.2 Inventory criteria for ABC system 1.3 Inventory counts and cycle counts</p> <p><u>Ability to:</u></p> <p>1.1 Apply setting up of ABC inventory system 1.2 Identify inventory criteria for ABC system 1.3 Apply inventory counts and cycle counts</p>
2. Correct inventory variances		<p><u>Knowledge of:</u></p> <p>2.1 Cause of error 2.2 Corrective measures</p> <p><u>Ability to:</u></p> <p>2.1 Determine cause of error 2.2 Apply corrective measures</p>
3. Attribute inventory items		<p><u>Knowledge of:</u></p>

<p>4. Assign permission to restrict access</p>	<p>3.1 Items class and substitution  3.2 Separate unit for stocking  3.3 Hazardous material</p> <p><u>Ability to:</u>  3.1 Designate items class and substitution  3.2 Classify separate unit for stocking  3.3 Designate hazardous material</p> <p><u>Knowledge of:</u>  4.1 Access define user group  4.2 Access permission</p> <p><u>Ability to:</u>  4.1 Set up access define user group  4.2 Established access permission</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> <li>- Responsible</li> <li>- Systematic</li> <li>- Reasonable</li> <li>- Skillful</li> <li>- Accountable</li> </ul>
<p>CORE ABILITY</p>	<p>01.11 Apply thinking skills and creativity  02.11 Convey information and ideas to people  03.13 Develop and maintain team harmony and resolve conflicts  03.14 Facilitate and coordinate teams and ideas</p>

### TASK PROFILE

JOB TITLE		SUPERVISOR MIDWIFERY AIDE
DUTY	09	PERFORM LOGISTIC ACTIVITIES
TASK NO	09.07	INDENT WARD STOCK
LEVEL	3	<p>PERFORMANCE STANDARD (Action, Condition, Criteria):</p> <p>Indent ward stock using standard of procedure, department policy, purchase form and bin card so that inventory items checked, purchase requisition and ordered items received and stocked 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 Form</p> <p>4) Bin Card</p>		
STEPS		ENABLING REQUIREMENTS (Knowledge, Skill, Attitude And Safety)
1. Check items inventory		<p><u>Knowledge of:</u></p> <p>1.1 Setting up of stock level</p> <p>1.2 Bin card</p> <p>1.3 Item list</p> <p><u>Ability to:</u></p> <p>1.1 Identify setting up of stock level</p> <p>1.2 Identify bin card</p> <p>1.3 Determine list of item</p>

