

**List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Rehabilitation Care**

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
Conduct basic assessment and screening as instructed by therapist		
1	Perform basic measurements *Core* (Select at least 1) <input type="checkbox"/> Vital signs <input type="checkbox"/> Subjective assessment (e.g. pain assessment) <input type="checkbox"/> Blood glucose <input type="checkbox"/> Skin sensation <input type="checkbox"/> Others (please specify): _____	
2	Monitor client's responses to treatment, report and escalate abnormal range *Core*	
3	Perform measurements relating to body movements (Select at least 1) *Core* <input type="checkbox"/> Range of motion <input type="checkbox"/> Manual muscle testing <input type="checkbox"/> Grip strength	
4	Conduct activities of daily living (ADL) or instrumental activities of daily living (iADL) assessments (Select at least 1) *Core* <input type="checkbox"/> Modified Barthel Index (MBI) <input type="checkbox"/> Lawton iADL <input type="checkbox"/> Others (please specific): _____	
5	Conduct functional outcome measures (Select at least 4) *Core* <input type="checkbox"/> Timed up and go test <input type="checkbox"/> 6-minute walk test <input type="checkbox"/> 10-metre walk test <input type="checkbox"/> Shuttle walk test <input type="checkbox"/> 30-second chair stand test <input type="checkbox"/> 5 times sit-to-stand test	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
6	Conduct balance outcome measures (Select at least 2) *Core* <input type="checkbox"/> Berg balance scale (BBS) <input type="checkbox"/> Functional reach test <input type="checkbox"/> Single-leg stand <input type="checkbox"/> Mini balance evaluation systems test (BEST) <input type="checkbox"/> Short physical performance battery (SPPB)	
7	Recognize contraindications and precautions to treatment *Core* <ul style="list-style-type: none"> • Changes in mental status • Side effects of common medications • Medical contraindications • Fall risk 	
8	Administer client/ patient or caregiver reported outcome measures *Core* (Select at least 1) <input type="checkbox"/> Zarit Burden Interview <input type="checkbox"/> QOL outcomes (e.g. SF36, WHO-QOL, EQ-5D) <input type="checkbox"/> Others (please specify): _____	
Conduct assessment and intervention for assigned geriatric, frail and stroke clients/ patients		
9	Conduct cognitive screening for older adults (Select at least 1) *Core* <input type="checkbox"/> Abbreviated Mental Test (AMT) <input type="checkbox"/> Even Briefer Assessment Scale for Depression(EBAS) <input type="checkbox"/> Mini Mental State Examination (MMSE) <input type="checkbox"/> Others (please specify): _____	
10	Implement therapy interventions for client/ patient with dementia *Core* (Select at least 1) <input type="checkbox"/> Functional Assessment Staging Tool (FAST) <input type="checkbox"/> Bradford Well-Being Profile <input type="checkbox"/> Others (please specify): _____	

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11	Implement therapy interventions for client/ patient with frailty *Core*	
12	Implement therapy interventions for client/ patient with stroke *Core*	
Conduct community and home reintegration training as prescribed by therapist		
13	Carry out environmental risk assessment and mitigation <ul style="list-style-type: none"> • Basic/ routine assessment of patient's/ client's home using prescribed assessment tool (e.g. template/ checklist, forms, survey, questionnaire) • Community risk assessment (e.g. uneven road pavements, steps at the bus stop, narrow spaces at markets) 	
14	Conduct community mobility training <ul style="list-style-type: none"> • Fall prevention techniques • Energy conservation techniques • Use of public transport system • Traffic light crossing • Navigation of different terrains 	
15	Implement therapy interventions in home settings	
Implement group activities		
16	Plan group activities	
17	Conduct group activities *Core* (Select at least 1) <u>Physical</u> <input type="checkbox"/> Strengthening exercises <input type="checkbox"/> ROM exercises <input type="checkbox"/> Balance exercises <input type="checkbox"/> Endurance exercises <input type="checkbox"/> Agility exercises <input type="checkbox"/> Others (please specify): _____ <u>Social</u> <input type="checkbox"/> Recreational activity: _____ <input type="checkbox"/> Outdoor activities/ outing: _____ <u>Cognitive</u>	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
	<input type="checkbox"/> Activity: _____	
18	Evaluate group activities	
Conduct assessment and intervention for assigned clients/ patients with orthopaedic conditions and musculo-skeletal disorders		
19	Implement therapy interventions for client/ patient with fractures *Core*	
20	Implement therapy interventions for client/ patient with osteoarthritis and/or rheumatoid arthritis *Core*	
21	Implement therapy interventions for client/ patient with total hip replacement and total knee replacement *Core*	
22	Implement therapy interventions for client/ patient with low back pain	
23	Implement therapy interventions for client/ patient with amputation *Core*	
Conduct assessment and intervention for assigned clients/ patients in special population group		
24	Implement therapy interventions for client/ patient with intellectual disability	
25	Implement therapy interventions for client/ patient with traumatic brain injury	
26	Implement therapy interventions for client/ patient with cardiopulmonary disease	
27	Implement therapy interventions for client/ patient with spinal cord injury	
28	Implement therapy interventions for client/ patient with Parkinson's disease *Core*	
Perform administrative duties		
29	Team-based administrative duty *Core* (Select at least 1) <input type="checkbox"/> Maintain equipment <input type="checkbox"/> Maintain inventory of supplies <input type="checkbox"/> Others (please specify): _____	
30	Participate in data collection for quality assurance/ clinical research	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
31	Perform setting-specific administrative task (e.g. coordination of transport, coordination of client schedule)	
32	Maintain proper documentation <i>*Core*</i> <ul style="list-style-type: none"> • Document therapy sessions • Complete relevant checklists or templates or outcome measures 	
33	Demonstrate ethical awareness <i>*Core*</i>	
34	Plan and maintain therapy schedules	
Supervise, train and mentor therapy assistants/ aides/ volunteers/ students		
35	Precept new therapy assistant/ aide/ student on clinical and operational processes	
36	Conduct training for therapy assistant/ aide/ student	
37	Perform competency assessment for performance/ competency of therapy assistant/ aide/ student	
38	Assist in providing feedback and corrective measures on performance of therapy assistant/ aide/ student	
39	Provide supervision of therapy assistant/ aide/ student	
40	Coordinate scheduling of leave and coverage of duties of therapy assistant/ aide	
Optional: Assist to supervise clients undergoing vocational training (onsite or offsite)		
1	Screen client's suitability for vocational training using prescribed checklist	
2	Provide input in development and review of vocational ICP	
3	Provide supervision for clients undergoing vocational training <ul style="list-style-type: none"> • Task analysis • Social skills training • Communication skills training • Report client's performance to training supervisor 	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
4	Implement prescribed vocational training plan <ul style="list-style-type: none"> • Work/ values/ habits/ behaviour (social skills) • Work hardening 	
Optional: Provide simple foot and nail care		
5	Conduct foot/ footwear screening <ul style="list-style-type: none"> • Foot deformity/ conditions • Nail/skin problems • Basic footwear screening • Report and escalate abnormalities • Flag for nail cutting • Changes in foot status 	
6	Conduct simple diabetic foot screening <ul style="list-style-type: none"> • Obtain and record relevant history • Temperature gradient checks • Ipswich Touch Test • Palpation of pedal pulses • Capillary refill test • Classification of DM risk status 	
7	Perform nail cutting for non-complex patients	
8	Provide caregiver training <ul style="list-style-type: none"> • Footwear education • Nail and skin care • Daily foot checks • Emergency protocol 	
Optional: Conduct assessment and intervention implementation related to speech		
9	Conduct functional outcome measures <ul style="list-style-type: none"> • Functional Oral Intake Scale 	
10	Conduct speech and oral motor exercises	
11	Monitor client's responses to treatment, report and escalate abnormal range <ul style="list-style-type: none"> • Coughing/ choking on diet/ fluids during direct therapy trials 	
12	Provide caregiver training <ul style="list-style-type: none"> • Fluid modification using thickener 	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
	<ul style="list-style-type: none"> • Explain differences between diet consistencies • Type of feeding strategies • Swallowing exercises 	
	Sub-total of Competencies (Standard)	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Sub-total of Competencies (Company-specific)	

Note:

- Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

Completed By:

Name

Company

Designation

Date

For ITE's Completion			
Reviewed by CED / College <i>(For Company-specific Competencies)</i>		Verified by IBT Officer	
Name:			Name & Date:
Designation:		Date:	

Version: June'23

WORK-STUDY DIPLOMA IN REHABILITATION CARE

MODULE OBJECTIVES

Core Modules

Assessment & Screening

On completion of this module, trainees should be able to provide basic care and conduct therapy assessment and review for clients with different medical conditions.

Rehabilitation Studies 1

On completion of this module, trainees should be able to conduct simple assessments and interventions for the older population and individuals with stroke.

Community Reintegration

On completion of this module, trainees should be able to conduct simple community and home reintegration training.

Group Dynamics & Facilitation

On completion of this module, trainees should be able to plan, conduct and evaluate group activities and exercises for different client populations.

Rehabilitation Studies 2

On completion of this module, trainees should be able to conduct simple assessments and interventions for individuals with orthopaedic conditions and musculoskeletal disorders.

Rehabilitation Studies 3

On completion of this module, trainees should be able to conduct simple assessments and interventions for special population groups, such as intellectual disability, Parkinson's disease and cardiopulmonary conditions.

Company Project

On completion of this module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

On-the-Job Training

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

Training Pattern for WSDip in Rehabilitation Care

Hybrid Release

Term 1 - Block release (Mon to Fri) Off-the-Job (Off-JT) at ITE College East

Term 2, 3 & 4 - 1 day/week at ITE College East and 4/4.5 days/week OJT at Company

Term 5 - full OJT at Company

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Year 1				Mon - Fri full day Off-JT (ITE classes)						1 day Off-JT (ITE classes) 4 or 4.5 days OJT in company		
Year 1 -2	1 day Off-JT (ITE classes) 4 or 4.5 days OJT in company		1 day Off-JT (ITE classes) 4 or 4.5 days OJT in company						1 day Off-JT (ITE classes) 4 or 4.5 days OJT in company			
Year 2 -3	1 day Off-JT (ITE classes) 4 or 4.5 days OJT in company		Full OJT in company									

Legend

	Off-JT
	OJT

Note:

Exam in Sep & Mar

Off-JT day must be a paid working day, included in employment contract