



# EUROPASS CERTIFICATE SUPPLEMENT (\*)



Republic of Estonia



## 1. TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Hooldusõde III**

<sup>(1)</sup> in the original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE <sup>(1)</sup>

**Nurse assistant III**

<sup>(1)</sup> if applicable. This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCIES

A holder of the Nurse assistant level III professional certificate:

- Has the skills to notice and evaluate a client's condition, age-related and special needs, and to service different clients in a sustainable manner for the person and the environment
- Has the skills to obtain a case history and to provide assistance services or to forward the client to a specialist if necessary
- Has the skills to provide the a safe service to the client, applying the rules of occupational health and safety and providing first aid in the case of accidents
- Is familiar and has the skills to comply with the professional code of conduct, including religious beliefs, when communicating with clients in different situations or with friends and relatives of the clients
- Knows different manners and forms of communication and has the skills to find the best communication level with a client in accordance with the development and communication level of the client, using the possibilities of alternative communication
- Knows the legislation that governs social care and is able to use it in the work
- Has the skills to work with clients from different cultural backgrounds and statuses and to resolve conflict situations, being able to use assertive behaviour
- Has the skills to notice any factors that affect the living environment of a client, based on the client's culture and habits; has the skills to assess any factors that may affect the client's quality of life
- Has the skills to notice and assess any factors that may affect coping and has the skills to involve the client in the assessment of the client's coping, identifying the strengths of the client
- Knows the extent of a client's need for assistance and is able to define it on the basis of the client's culture and habits; has the skills to support the client
- Knows the basic principles of physical, mental and social health and welfare; has the skills to notice and assess the impact of any health hazards and health-promoting factors
- Is aware of his/her own personality and has the skills to use it to motivate the client for the benefit of the client's health and welfare
- Is familiar with labour law and with the legislation of the Republic of Estonia that governs the activities in the profession and is able to implement them
- Has the skills to see a person as an integrated whole, based on his/her individuality
- Knows the conditions and procedures for the provision of social welfare services and is guided by the coping needs of the client and a prescribed list of services when assisting a client, adapting the services to the abilities and needs of the client
- Has extensive knowledge of the principles of customer service and applies them in daily work
- Has the skills to guide, assist and support a client in achieving an adequate standard of living, meeting the client's physical and psycho-social needs, involving a network, if necessary
- Uses activities to stimulate a client, applying various motivational methods
- Has the skills to support the client's communication with friends and relatives and other essential networks
- Knows the client and has the skills to monitor the client and the client's diet; knows the basic principles of healthy nutrition and

### <sup>(\*)</sup> Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.eu.int>

© EUROPEAN COMMUNITIES 2002

<p>has the skills to apply these principles in daily work</p> <ul style="list-style-type: none"> <li>- Has the skills to supply a client with food products, taking into account the wishes and requirements of the client, and to prepare suitable food, considering the condition of the client; has the skills to assist the client during eating and to supervise the client in the case of problems with the client's diet</li> <li>- Knows dietary habits of different cultures and has the skills to consider them; has the skills to comply with food hygiene requirements and expiry dates of food products</li> <li>- Knows the basic principles of housekeeping and domestic hygiene, safety requirements, and has the skills to plan and perform cleaning work and to involve the client in the cleaning work and to motivate the client to comply with domestic hygiene principles</li> <li>- Has the skills to use domestic appliances and modern housekeeping and maintenance tools in a safe manner and to supervise a client in this matter</li> <li>- Knows the principles of fabric maintenance; has the skills to organise termination of domestic pests, using modern tools</li> <li>- Has the skills to notice and assess matters associated with personal hygiene, and to assist and supervise the client during personal hygiene procedures; has the skills to use the necessary care equipment, and to organise provision of hygiene services as necessary</li> <li>- Has the skills to notice the need for tidying a client's appearance, to instruct the client, and to organise beauty treatment as necessary</li> <li>- Knows the general principles of first aid; has the skills to handle emergency situations, to help the persons in need, and to provide first aid</li> <li>- Is familiar with the organisation of health services; has the skills to assess a client's health condition and to communicate information to a health care professional; has the skills to monitor and supervise correct administration of medicinal products</li> <li>- Has the skills to notice a decrease in a client's coping ability, to assess the need for a technical aid, to recommend and obtain suitable technical aids for the client, and to instruct the client on the use of the aids</li> <li>- Has the skills to prepare a daily work schedule and a plan of daily activities for the client</li> <li>- Is familiar with the basic principles of records management and has the skills to conclude agreements according to the client's needs</li> <li>- Knows the principles of teamwork; is able to prepare work plans for the team and to participate in the team as an equal member</li> <li>- Has the skills to supervise new employees and to manage the work of a care team</li> </ul>
--

<b>4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(1)</sup></b>
Nurse assistants are employed in home care, as well as in institutions providing welfare and health services.
<sup>(1)</sup> If applicable

<b>5. OFFICIAL BASIS OF THE CERTIFICATE</b>	
<p><b>Name and status of the body awarding the certificate</b></p> <p>Tallinn Social Work Centre Registry code is 75023800 Kaupmehe 4, Tallinn 10114</p> <p>The principal area of activity of the Tallinn Social Work Centre is development of social work, based on a combination of practical work, research, training and development.</p> <p><a href="http://www.swcenter.ee">http://www.swcenter.ee</a></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Estonian Qualification Authority 'Kutsekoda' Mustamäe tee 16 10617 Tallinn, Estonia Ph. +372 679 1700 Fax +372 679 1701 E-mail <a href="mailto:kutsekoda@kutsekoda.ee">kutsekoda@kutsekoda.ee</a> <a href="http://www.kutsekoda.ee">www.kutsekoda.ee</a></p> <p>The private law foundation 'Kutsekoda' (Professions Chamber) was established in 2001 in cooperation with the Estonian Government to continue the creation of the system of professions started in 1997 by the Estonian Chamber of Commerce and Industry. The objectives of the Professions Chamber include establishment and development of an integrated and organised professional qualifications system, establishment of prerequisites for achieving comparability of the qualifications of Estonian</p>

	employees and acknowledgement of other countries, as well as management of the state register of professions as the authorised processor.
<b>Level of the certificate (national or international)</b> National Estonian professional qualifications system Level II	<b>Grading scale / Pass requirements</b> Attestation of the level III professional qualifications of Nurse assistant is based on documents.
<b>Access to next level of education/training</b>	<b>International agreements</b>
<b>Legal basis</b> Professions Act (RT I 2008, 24, 156; 01.09.2008)	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Application entry requirements (level of education or training, professional experience, in-service training, etc.) Please indicate duration if required.

<b>Prerequisites</b>	<b>Duration (hours/weeks/months/years)</b>
Possession of the level II professional certificate	
Professional experience as a Nurse assistant	5 years
In-service training in the field of nursing care	in the extent of 3 credit points

Level of education (required/recommended): secondary education

**More information** (including a description of the national qualifications system) available at:

[www.kutsekoda.ee](http://www.kutsekoda.ee)