



HEALTH SCHOOLS AUSTRALIA

HLT60507
Advanced Diploma of Naturopathy



From the Health Training Package HLT07

Course Information



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Health Training Package HLT07

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UNITS OF COMPETENCY & PERFORMANCE CRITERIA

BSBFLM303A	Contribute to effective workplace relationships
HLTHIR501A	Maintain an effective health work environment
HLTCOM502B	Develop professional expertise
HLTCOM503B	Manage a practice
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTFA301B	Apply First Aid
HLTHIR402B	Contribute to organizational effectiveness in the health industry
HLTOHS300A	Contribute to occupational health & safety processes
HLTAP401A	Confirm physical health status
HLTAP501A	Analyse health information
CHCORG28A	Reflect and improve upon professional practice



HLTIN504B	Manage the control of infection
HLTNAT601B	Provide the naturopathic treatment
HLTNAT602B	Provide the western herbal medicine treatment
HLTNAT603B	Provide naturopathic nutritional treatment
HLTNAT605B	Plan the naturopathic treatment strategy
HLTNAT606B	Perform naturopathic health assessment
HLTNAT607B	Manage work within the naturopathic framework
HLTNAT608B	Apply naturopathic diagnostic framework
HLTNAT609B	Work within a naturopathic framework
HLTHER603B	Operate a western herbal medicine dispensary
HLTHER608B	Provide specialized western herbal medicine treatment
HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT602B	Provide specialized nutritional care
HLTREM401B	Work within a massage framework
HLTREM406B	Provide the massage treatment
HLTREM407B	Plan the massage treatment
HLTREM408B	Apply massage assessment framework
HLTREM409B	Perform massage health assessment
HLTHOM612B	Work within a homoeopathic framework
HLTNAT604B	Provide acute homoeopathic treatment

INTRODUCTION TO ADVANCED DIPLOMA OF NATUROPATHY

HLT60507 ~ Advanced Diploma of Naturopathy

The Advanced Diploma of Naturopathy is designed for individuals who wish to specialise in Complementary Natural Medicine in a professional capacity within the Natural Health Industry. The course incorporates self-directed distance learning and practical application of knowledge and skills. Graduating students may continue their studies to higher Health qualifications including a Bachelor Degree.

Advanced Diploma of Naturopathy is the qualification requirement for most private Health Funds and Graduates are eligible for membership in the Australian Traditional Medicine Society (A.T.M.S.).

Graduates may choose career pathways as a Massage Therapist which may include:-

- Private clinical practice ~ business owner
- Health spas & retreats ~ contract/employee
- Natural Health clinics ~ contract/employee
- Natural Product manufacturers ~ contract/employee
- Pharmacies ~ contract/employee
- Health Food shops ~ contract/employee

ENTRY ADVICE

The learner's language, literacy and numeracy levels are expected to be equivalent to Level 3 of the National Reporting System.

Reading – a learner will be able to read and interpret texts of some complexity, integrating (where relevant) a number of pieces of information in order to generate meaning and interpret and extrapolate from texts containing data which is unambiguously presented in graphic, diagrammatic, formatted or visual form.

Writing – a learner will be able to communicate relationships between ideas through selecting and using grammatical structures and notations which are appropriate to the purpose.

Oral communication - a learner will be able to participate in short transactions, using basic generic structures, to establish, maintain and develop relationships, explore issues or problem solve.

Numeracy & mathematics – a learner will be able to select and apply a range of mathematical strategies to solve problems in a number of contexts which are familiar and may be interrelated. They will also be able to select on and question the reasonableness and appropriateness of the purpose, process and outcomes of a mathematical activity and use symbols and diagrams to communicate mathematically.

As a student in the Advanced Diploma of Naturopathy you will be engaged in a workplace in which you will normally;

- Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts;
- Apply solutions to a defined range of unpredictable problems;
- Identify and apply skill and knowledge areas to a wide variety of contexts, in some cases in depth;
- Identify, analyse and evaluate information from a variety of sources;
- Take responsibility for their own outputs in relation to specified quality standards;
- Take limited responsibility for the quantity and quality of the output of others.

BRIEF OVERVIEW OF HLT60507 ADVANCED DIPLOMA OF NATUROPATHY

Flexible Delivery ~ 4 days per week over 6 semesters (120 weeks) recommended (full-time)

In the Advanced Diploma of Naturopathy the content includes: -

- **Practice Management**
BSBFLM303A, HLTCOM503B, HLTCOM405B, HLTCOM406B, HLTHIR402B, HLTCOM404B, HLTHIR501A, HLTCOM502B
- **Anatomy & Physiology**
HLTNAT606B
- **Advanced Anatomy & Physiology**
HLTNAT606B
- **Pathophysiology & Symptomology**
HLTNAT606B, HLTNAT608B
- **Biology**
HLTNAT606B
- **Chemistry**
HLTNAT606B
- **Biochemistry**
HLTNAT606B
- **History & Philosophy**
HLTNAT607B, HLTNAT609B
- **Counselling & Psychology**
HLTCOM404B
- **Iridology**
HLTNAT605B, HLTNAT606B, HLTNAT608B
- **Herbal Medicine**
HLTNAT605B, HLTNAT606B, HLTNAT608B, HLTHER603B, HLTHER608B
- **Advanced Herbal Medicine**
HLTNAT605B, HLTNAT606B, HLTNAT608B, HLTHER603B, HLTHER608B

- **Nutrition**
HLTNAT605B, HLTNAT606B, HLTNAT608B, HLTNUT601B, HLTNUT602B
- **Advanced Nutrition**
HLTNAT605B, HLTNAT606B, HLTNAT608B, HLTNUT601B, HLTNUT602B
- **Remedial Massage**
HLTREM401B, HLTREM406B, HLTREM407B, HLTREM408B, HLTREM409B
- **Disorder Profiles**
HLTNAT601B, HLTNAT602B, HLTNAT603B, HLTNAT605B, HLTNAT606B, HLTNAT609B
- **Clinical Practice 1**
HLTREM406B, HLTNAT606B, HLTNAT609B
- **Clinical Practice 2-4**
HLTNAT601B, HLTNAT602B, HLTNAT603B, HLTNAT605B, HLTNAT606B, HLTNAT609B
- **Ethics & Jurisprudence**
HLTREM401B, HLTNAT606B, HLTNAT607B
- **Occupational Health & Safety 2**
HLTOHS300A, HLTIN504B
- **First Aid**
HLTFA301B
- **Electives**
 - Reflexology**
HLTREM406B, HLTREM407B, HLTREM408B
- Or
 - Advanced Remedial Massage**
HLTREM406B, HLTREM407B, HLTREM408B
- Or
 - Homoeopathy**
HLTHOM612B, HLTNAT604B
- **Clinical Training – 400 hours** (*clinical work experience with a qualified practitioner*)
HLTNAT601B, HLTNAT602B, HLTNAT603B, HLTNAT604B, HLTNAT605B, HLTNAT606B, HLTNAT609B
- **Seminar Attendance – 300 hours** (*participation in industry related seminars/workshops*)
HLTNAT601B, HLTNAT602B, HLTNAT603B, HLTNAT605B, HLTNAT606B, HLTNAT609B

UNITS OF COMPETENCY

This qualification covers the skills needed to practice as a Naturopath. Besides compulsory common and specialisation units, three of four elective streams are offered. Upon successful completion of these units, students will be awarded an Advanced Diploma of Naturopathy.

UNITS

A minimum of 30 units must be selected for this qualification including:

- All **common** units
- All **specialisation** units
- All units from **elective** required

COMMON

BSBFLM303A	Contribute to the effective workplace relationship
HLTHIR501A	Maintain an effective health work environment
HLTCOM502B	Develop professional expertise
HLTCOM503B	Manage a practice
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTFA301B	Apply first aid
HLTHIR402B	Contribute to organisational effectiveness in the health industry
HLTOHS300A	Participate in Occupational Health & Safety processes
HLTIN504B	Manage the control of infection
HLTAP401A	Confirm physical health status
HLTAP501A	Analyse health information
CHCORG28A	Reflect and improve upon professional practice

SPECIALISATION

HLTNAT601B	Provide Naturopathic treatment
HLTNAT602B	Provide the Western Herbal Medicine treatment
HLTNAT603B	Provide Naturopathic Nutritional treatment
HLTNAT605B	Plan the Naturopathic treatment strategy
HLTNAT606B	Perform Naturopathic health assessment
HLTNAT607B	Manage work within the Naturopathic framework
HLTNAT608B	Apply Naturopathic diagnostic framework
HLTNAT609B	Work within a Naturopathic framework
HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT602B	Provide specialized nutritional care
HLTHER603B	Operate a western herbal medicine dispensary
HLTHER608B	Provide specialized western herbal medicine treatment



ELECTIVES

HLTREM401B	Work within a massage framework
HLTREM406B	Provide the massage treatment
HLTREM407B	Plan the massage treatment
HLTREM408B	Apply massage assessment framework
HLTREM409B	Perform massage health assessment
HLTHOM612B	Work within a homoeopathic framework
HLTNAT604B	Provide acute homoeopathic treatment

RECOMMENDED NOMINAL HOURS

Training Package Name: Health		
Training Package Code: HLT07		
HLT60507 ADVANCED DIPLOMA OF NATUROPATHY		
<i>Qualification is made up of all units in the Naturopathic Stream + all units from the streams of Herbs, Nutrition & Massage</i>		
Unit Code	Unit Title	PSU Recommendation for Nominal Hours in Qld
BSBFLM303A	Contribute to effective workplace relationships	40
HLTHIR501A	Maintain an effective health work environment	20
HLTCOM502B	Develop professional expertise	40
HLTCOM404B	Communicate effectively with clients/patients	30
HLTCOM503B	Manage a practice	50
HLTCOM406B	Make referrals to other health care professionals when appropriate	40
HLTFA301B	Apply First Aid	Outsourced
HLTHIR402B	Contribute to organisational effectiveness in the health industry	30
HLTOHS300A	Contribute to Occupational Health & Safety processes	30
HLTIN504B	Manage the control of infection	50
HLTNAT601B	Provide the Naturopathic treatment	40
HLTNAT602B	Provide the Western Herbal Medicine treatment	60
HLTNAT603B	Provide Naturopathic Nutritional treatment	80
HLTNAT605B	Plan the Naturopathic treatment strategy	40
HLTNAT606B	Perform Naturopathic health assessment	200
HLTNAT607B	Manage work within the Naturopathic framework	40
HLTNAT608B	Apply Naturopathic diagnostic framework	40
HLTNAT609B	Work within a Naturopathic framework	20
HLTAP401A	Confirm physical health status	80
HLTAP501A	Analyse health information	40
CHCORG28A	Reflect and improve upon professional practice	60
	Sub Total	1030

HLTHER603B	Operate a western herbal medicine dispensary	80
HLTHER608B	Provide specialised western herbal medicine treatment	260
HLTNUT601B	Apply literature research finding to clinical nutritional practice	40
HLTNUT602B	Provide specialised nutritional care	60
	Elective	
HLTREM401B	Work with a massage framework	20
HLTREM406B	Provide the massage treatment	250
HLTREM407B	Plan the massage treatment	40
HLTREM408B	Apply massage assessment framework	40
HLTREM409B	Perform massage treatment assessment	100
	OR	
HLTHOM612B	Work within a homoeopathic framework	
HLTNAT604B	Provide acute homoeopathic treatment	
	Seminar hours	300
	Clinical hours	400
	Sub Total	1590
Total Nominal Hours		2620

FEE STRUCTURE

HLT60507 Advanced Diploma of Naturopathy ~ made up of 30 Units of competency

Fees (deposit) are payable when you enrol and prior to commencement of training.

Please refer to Health Schools Australia's "Fee Schedule" Sheet for Course fees and payment plans.

Our standard Refund Policy applies and is included in the Student Handbook for your reference.

Unless otherwise agreed upon, the Fee for Service fees (deposit) are payable immediately upon completion of enrolment. Fees are payable in advance for each course. A student is not considered enrolled in the course and therefore not eligible for the issue of the award, until the required fee is paid.

Two attempts at an assessment are included in the tuition and assessment fees. Please consult the *Course Fees Structure* for fees payable if more than two attempts is required.

RESOURCES

Learner resources are included in the course unit fees.

These resources include textbooks, unit notes and assessment tools to complete during the course of your training.

No refund applies to resources once they have been issued to the student.

RECOGNITION OF PRIOR LEARNING FEES

The fee for RPL is \$65.00 in total for HLT60507 Advanced Diploma of Naturopathy.

You must be enrolled with Health Schools Australia as a Student to apply for RPL. Once your completed RPL application has been received by Health Schools Australia the fee paid to process your application is non refundable.

ASSESSMENT STRATEGY

Assessment for each unit of competency in the course must be consistently demonstrated by you over a period of time and observed by the assessor and/or the technical expert working in partnership with the assessor.

These assessments will include demonstration in the workplace and/or a simulated environment, to ensure that the demonstration of competency is valid and reliable. You need to be aware that the collection of evidence is ongoing. Competency must be demonstrated in the workplace or a simulated workplace environment through a range of situations, which may include interruptions, and involvement in other related activities normally expected in the work environment. The assessment will be undertaken in an environment that meets industry codes of practice and relevant industry regulations and legislation and to achieve competency in each unit, you must achieve competency in all of the performance criteria for each unit of competency to be deemed competent.

ASSESSMENT METHODS

The Health Training Package defines “on-the-job” assessment as assessment, which occurs in the workplace as part of the normal operation of the business. The Health Training Package defines “off-the-job” assessment as that which occurs outside the immediate workplace, including, for example, assessment which may occur on the worksite but not in the actual candidate’s place of work. Assessment for this course will be carried out both on and off-the-job and the assessment methods may include any or a combination of any of the following:

- Observation of workplace tasks;
- Written or oral questioning to assess knowledge;
- Completing workplace documents; and
- Role-plays

Participants will be assessed on evidence collected from a range of activities, which may include:

- Course participation
- Self assessment
- Demonstration in the workplace

DELIVERY METHOD & TIME-FRAME:

Each unit of competency is delivered using a combination of distance learning and on-the-job training.

The course is delivered over a recommended full-time 130 week period and it is anticipated you will complete one unit of competency per month during that time frame.

WORKPLACE HEALTH AND SAFETY

All Workplace Health & Safety requirements must be adhered to while participating in the course.

ASSISTANCE WITH LEARNING

If at any time during the course you experience learning difficulties or require other assistance and advice, you can access support by contacting your Trainer. Information is provided in your Student Handbook for this purpose.

UNITS OF COMPETENCY & PERFORMANCE CRITERIA

BSBFLM303A CONTRIBUTE TO EFFECTIVE WORKPLACE RELATIONSHIPS

Unit Descriptor

This unit covers the skills and knowledge required to develop, establish and maintain effective workplace relationships and networks. It covers the activities of communication and representation.

At this level, work will normally be carried out within known routines, methods and procedures which require the exercise of some discretion and judgement.

This unit is related to BSBCMN403A Establish and maintain effective business relationships and networks.

ELEMENTS	PERFORMANCE CRITERIA
1. Gather, convey and receive information and ideas	1.1 Information to achieve work responsibilities is collected from appropriate sources 1.2 The method(s) used to communicate ideas and information is appropriate to the audience 1.3 Communication takes into account social and cultural diversity 1.4 Input from internal and external sources is sought, and valued in developing and refining new ideas and approaches
2. Develop trust and confidence	2.1 People are treated with integrity, respect and empathy 2.2 The organisation's social, ethical and business standards are used to develop and maintain positive relationships 2.3 Trust and confidence of colleagues, customers and suppliers is gained and maintained through competent performance
3. Build and maintain networks and relationships	3.1 Networking is used to identify and build relationships 3.2 Networks and other work relationships provide identifiable benefits for the team and organisation
4. Manage difficulties to achieve positive outcomes	4.1 Problems are identified and analysed, and action is taken to rectify the situation with minimal disruption to performance 4.2 Colleagues receive guidance and support to resolve their work difficulties 4.3 Poor work performance is managed within the organisation's processes 4.4 Conflict is managed constructively within the organisation's processes 4.5 Difficult situations are negotiated to achieve results acceptable to the participants, and which meet organisation's and legislative requirements

HLTHIR501A MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to work, maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements

ELEMENT		PERFORMANCE CRITERIA	
1. Promote ethical work practices	1.1	Monitor decision-making to ensure ethical guidelines are followed and underlying ethical complexity is recognised	
	1.2	Ensure understanding and compliance with the principles of duty of care and legal responsibilities in all work undertaken	
	1.3	Ensure appropriate action is taken to address any breach or non adherence to standard procedures or adverse event	
	1.4	Monitor work practices to ensure confidentiality of any client matter in line with organisation policy and procedure	
	1.5	Promote respect for rights and responsibilities of others through considered application of work practices	
	1.6	Apply and promote knowledge and understanding of employee and employer rights and responsibilities in all work practices	
	1.7	Identify potential conflict of interest in the workplace and take action to avoid and/or address	
2. Support culture of effective communication	2.1	Monitor and address communication issues in the workplace	
	2.2	Monitor oral and written communication in the workplace to ensure confidentiality of client and staff matters	
	2.3	Monitor workplace communication to support accuracy and understanding of information provided and received	
	2.4	Promote recognition of individual and cultural differences in the workplace and support any adjustments to communication needed to facilitate the achievement of identified outcomes	
	2.5	Promote and support a client-centred approach to health care throughout interpersonal communication with clients and colleagues	
	2.6	Promote and assist with the resolution of conflict and interpersonal differences in the workplace	
3. Maintain a positive approach to health in the workplace	3.1	Monitor work practices to ensure they contribute to maintaining an effective and client-centred approach to health	
	3.2	Monitor implementation of work practices to ensure clients are included in shared decision-making as partners in health	



- care
- 3.3 Monitor compliance with relevant accreditation standards applying to work undertaken and address issues
 - 3.4 Monitor staff understanding and focus on achieving organisation goals and objectives in work undertaken
 - 3.5 Monitor and support staff efforts to respond positively to improved work practices and procedures
 - 3.6 Ensure issues requiring mandatory notification are identified and reported appropriately
4. Work in the health industry context
- 4.1 Establish effective relationships with workers from different sectors and levels of the industry in line with work role and requirements
 - 4.2 Apply knowledge of the roles and functions of various health care structures, organisations and systems in Australia
 - 4.3 Maintain knowledge of current issues influencing the health care system, including health issues for Indigenous Australians
 - 4.4 Work with an understanding of funding mechanisms, and how the organisation's operations are financed
5. Take opportunities to develop own competence
- Monitor own skills/knowledge in relation to ongoing and changing work requirements
- Identify areas for personal development in line with health industry developments, organisation requirements and personal interest
- Take initiative to access and/or create development opportunities to support organisation need and personal career development
- Undertake available formal and informal skill/knowledge development and maintenance activities

HLTCOM502B DEVELOP PROFESSIONAL EXPERTISE

Unit Descriptor

This unit describes the skills required to initiate and maintain continual development of professional skills and knowledge in complementary healthcare and contribute to the knowledge base of the specific healthcare practice.

ELEMENT	PERFORMANCE CRITERIA
1. Seek out and apply traditional, alternative and scientific information	1.1 A variety of methods are utilised to collect and evaluate data in the clinical setting 1.2 Literature on the theory and practice of traditional, alternative and scientific medicine is accessed and evaluated 1.3 Case presentations and/or literature reviews are given in a public/peer setting
2. Implement reflective learning practices	2.1 New treatments, protocols and other new ideas are evaluated, compared and contrasted 2.2 Skills and competencies are transferred to new contexts 2.3 Knowledge of the historical, theoretical and philosophical aspects of the field of practice is used to improve existing practices 2.4 Strengths and weaknesses are identified and measures to improve these are implemented
3. Contribute to the development of professional practices	3.1 Links with other healthcare professionals are established using a knowledge of local, community and hospital based services 3.2 Membership of relevant professional association/s is maintained 3.3 Participation in <i>professional development activities</i> is actively pursued 3.4 Progress of professional development is <i>monitored</i> on a regular basis
4. Critically evaluate specific research	4.1 Research strategies are described 4.2 Stakeholders and their communication needs are identified 4.3 Research requirements are identified 4.4 Research information and data is analysed 4.5 Research is reported

HLTCOM503B MANAGE A PRACTICE

Unit Descriptor

This unit describes the skills required to manage a clinical health practice according to the size and scale of the business.

ELEMENT	PERFORMANCE CRITERIA
1. Establish the practice	1.1 <i>A business plan</i> is prepared 1.2 <i>Policies and procedures</i> are established 1.3 <i>Required resources</i> are available 1.4 <i>Statutory and regulatory requirements</i> are complied with
2. Implement financial management procedures	2.1 The finances of the business are managed 2.2 Systems for financial documentation are established 2.3 Information for financial reports is recorded
3. Implement practice management strategies	3.1 <i>Operational strategies</i> are implemented 3.2 <i>Marketing strategies</i> are implemented 3.3 Meetings are planned and managed 3.4 <i>Stock</i> levels and supplies are monitored
4. Implement personnel management strategies	4.1 <i>Support strategies</i> are implemented to support self 4.2 <i>Human resource strategies</i> are developed 4.3 Payroll and <i>employee records</i> are managed if necessary 4.4 Diversity is managed appropriately

HLTCOM404B COMMUNICATE EFFECTIVELY WITH CLIENTS/PATIENTS

Unit Descriptor

This unit covers the skills required by practitioners to establish and maintain effective communication with the client/patient throughout all interactions and provide basic counselling as required and as appropriate to facilitate the treatment.

ELEMENTS	PERFORMANCE CRITERIA
1. Establish professional relationship with the client/patient	1.1 Practice is evaluated to maintain a high standard of client/patient service 1.2 <i>Special needs</i> of clients/patients are identified and responded to 1.3 <i>Effective communication</i> is used with clients/patients 1.4 Clients/patients are encouraged to voice queries and/or fears and these are addressed appropriately 1.5 <i>Cultural and personal factors</i> are taken into consideration when consulting or interacting with clients/patients 1.6 Discretion and confidentiality are exercised appropriately and boundaries of confidentiality are outlined and explained to clients/patients whenever appropriate or required 1.7 <i>Boundaries</i> of the practitioner/client/patient relationship are defined and applied
2. Provide effective response to client/patient enquiries	2.1 <i>Relevant information</i> is presented clearly and comprehensively and in sufficient detail to meet the needs of the enquirer 2.2 Appropriate <i>modes of communication</i> are selected to suit the enquiry and the purpose and context of the enquiry 2.3 <i>Enquirer's expectations</i> are identified and acknowledged 2.4 Any unresolved concerns or issues are discussed with enquirers 2.5 Appointments are made for client/patients according to clinic guidelines
3. Respond effectively to difficult or challenging behaviour	3.1 Responses to difficult or challenging behaviour are planned and <i>managed appropriately</i> 3.2 Professional integrity is maintained at all times
4. Use basic counselling skills as required to facilitate treatment	4.1 Need for <i>basic counselling</i> is determined 4.2 Basic counselling is provided to facilitate treatment when necessary and in accordance with <i>practice specific guidelines</i> 4.3 Details of care are recorded according to <i>clinic guidelines</i>

HLTCOM406B MAKE REFERRALS TO OTHER HEALTH CARE PROFESSIONALS WHEN APPROPRIATE

Unit Descriptor

This unit describes the skills required to arrange referrals to other health care professionals when required.

ELEMENT	PERFORMANCE CRITERIA
1. Formulate a referral plan for client/patients requiring further treatment	1.1 <i>Need for referral to other health care professionals /services is determined</i> 1.2 <i>Need for referral is communicated to the client/patient</i> 1.3 <i>Financial aspects of complementary health care are considered</i>
2. Interact with other health care professionals	2.1 <i>A range of complementary health care professionals and services is identified</i> 2.2 <i>Complementary health care professionals and support services are consulted to determine the most appropriate source for referral</i> 2.3 <i>Relate effectively and knowledgeably with other health care professionals</i>
3. Arrange a referral to an appropriate source for clients/patients with specific needs	3.1 <i>The health care professional and/or service to whom clients are to be referred are contacted</i> 3.2 <i>Transfer of copies of client/patient records to the appropriate referral source is arranged</i> 3.3 <i>The client/patient is included in referral communications and provided with written referrals</i> 3.4 <i>The appropriate health professional/service is briefed on reason for referral</i> 3.5 <i>Queries regarding the referral are answered</i> 3.6 <i>Assistance is provided to other health care professionals/services as required</i> 3.7 <i>Referrals are recorded in case notes</i>

HLTFA301B APPLY FIRST AID

Unit Descriptor

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance

ELEMENT	PERFORMANCE CRITERIA
1. Assess the situation	<p>1.1 Identify assess and minimise <i>hazards</i> in the situation that may pose a risk of injury or illness to self and others</p> <p>1.2 Minimise immediate <i>risk</i> to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements</p> <p>1.3 Assess casualty and identify injuries, illnesses and conditions</p>
2. Apply First Aid techniques	<p>2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness</p> <p>2.2 Use available <i>resources and equipment</i> to make the casualty as comfortable as possible</p> <p>2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner</p> <p>2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort</p> <p>2.5 Seek consent from casualty prior to applying first aid management</p> <p>2.6 Provide <i>first aid management</i> in accordance with <i>established first aid principles</i> and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements</p> <p>2.7 Seek first aid assistance from others in a timely manner and as appropriate</p> <p>2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures</p> <p>2.9 Use safe manual handling techniques as required</p> <p>2.10 Monitor <i>casualty's condition</i> and respond in accordance with effective first aid principles and procedures</p> <p>2.11 Finalise casualty management according to casualty's needs and first aid principles</p>

ELEMENT	PERFORMANCE CRITERIA
3. Communicate details of the incident	<p>3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant <i>communication media and equipment</i></p> <p>3.2 Accurately convey assessment of casualty's condition and management activities to ambulance services /other emergency services/relieving personnel</p> <p>3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures</p> <p>3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management in line with established procedures</p> <p>3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies</p>
4. Evaluate own performance	<p>4.1 Seek feedback from <i>appropriate clinical expert</i></p> <p>4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents</p> <p>4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs</p>

HLTHIR402B CONTRIBUTE TO ORGANISATIONAL EFFECTIVENESS IN THE HEALTH INDUSTRY

Unit Descriptor

This unit is concerned with the skill and knowledge required to work effectively in the healthcare industry, and the ability to understand relevant patient/client care issues of a legal nature, the relationships between the organisation and other health industry organisations and participants, and contribution to improving the performance of the organisation.

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to ethical work practice	1.1 Client/patient confidentiality is maintained in accordance with organisational policy and procedure 1.2 Rights and responsibilities of patients/clients are respected and promoted in the organisation 1.3 Colleagues/team members are appropriately encouraged to comply with confidentiality requirements, and patient/client rights and responsibilities 1.4 All work undertaken reflects and promotes understanding and compliance with the principles of duty of care, legal responsibilities and related organisational goals and objectives
2. All work undertaken reflects the health industry context of the organisation	2.1 Work is undertaken in the context of the role of the organisation and the range of services it provides 2.2 Work is undertaken in the context of the client/patient groups accessing the services of the organisation 2.3 Work reflects an understanding of how the organisation's operations are financed 2.4 Recognition is given to the role of relevant organisations and individuals and the relationships between those and own organisation
3. Contribute to the improved performance of the organisation	3.1 Organisational improvement activities, functions and strategies are participated in and contributed to

HLTOHS300A CONTRIBUTE TO OCCUPATIONAL HEALTH & SAFETY PROCESSES

Unit Descriptor

This unit is concerned with OHS responsibilities of employees with supervisory responsibilities to implement and monitor the organisation's OHS policies, procedures and programs in the relevant work area. Legislative and codes of practice requirements are addressed including duties and responsibilities for all parties under the general duty of care.

The unit is based on generic competency B in the national *Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC:7025 (1998) 2nd edition)*.

ELEMENT	PERFORMANCE CRITERIA
1. Plan and conduct work safely	<p>1.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material. Identify hazards as part of work planning and work process</p> <p>1.2 Address identified hazards prior to starting work using judgement within defined scope of responsibilities</p> <p>1.3 Report residual risk according to organisation procedures</p> <p>1.4 Report incidents and injuries in line with organisation policies and procedures</p> <p>1.5 Undertake OHS housekeeping in work area</p> <p>1.6 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes</p>
2. Support others in working safely	<p>2.1 Share information on safe work practices and work procedures with members of the work group. Check the OHS practices of less experienced members of the workgroup</p> <p>2.2 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely</p> <p>2.3 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures</p>
3. Contribute to OHS participative processes	<p>3.1 Raise OHS issues in accordance with organisation procedures. Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety. Provide assistance to workgroup members to contribute to workplace safety</p> <p>3.2 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees</p>
4. Contribute to hazard identification, OHS risk assessment and risk control activities	<p>4.1 Report identified hazards and inadequacies in risk controls. Sources of stress are identified, issues raised and discussed with supervisor</p> <p>4.2 Check the workplace for hazards using itemised checklist(s)</p>



ELEMENT**PERFORMANCE CRITERIA**

in accordance with work procedures

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| 4.3 | Contribute to risk assessments |
| 4.4 | Provide input to development and implementation of control measures, with reference to the hierarchy of control |
| 5. Participate in the control of emergency situations | 5.1 Identify emergency signals and alarms and responded to them appropriately. Take initial action to control/confine emergency according to organisation procedures, and taking account of the nature and scope of the emergency. Implement emergency response procedures within scope of training and competence |
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HLTAP401A CONFIRM PHYSICAL HEALTH STATUS

Unit Descriptor

This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status.

ELEMENT	PERFORMANCE CRITERIA
1. Obtain information about physical health status	1.1 Work with a detailed understanding of the structure and functioning of body systems 1.2 Take into account the range of factors that may have impacted on an identified physical condition 1.3 Obtain information through observation and/or questioning to identify any actual or potential problems regarding health status
2. Check physical health status	2.1 Use detailed knowledge of the structure and functioning of body systems to check health status prior to delivering health intervention or service in line with plan of care 2.2 Clarify the significance of physical health status in relation to a particular intervention in line with job role and organisation requirements 2.3 Consult appropriate person to clarify implications and significance of physical health status in the case of uncertainty or limits on own capability or authority
3. Identify variations from normal physical health status	3.1 Identify a range of signs and symptoms of variations from normal health status using standard methods and protocols 3.2 Identify potential factors responsible for significant variations from normal health status 3.3 Identify potential risk factors associated with variations from normal health status 3.4 Recognise and refer potentially serious issues in line with organisation requirements

HLTAP501A ANALYSE HEALTH INFORMATION

Unit Descriptor

This unit of competency describes the application of in-depth level of knowledge of anatomy and physiology required to analyse available health information in relation to specific services to be provided.

ELEMENT	PERFORMANCE CRITERIA
1. Analyse health information	1.1 Analyse client health information in relation to planning services and in line with organisation requirements 1.2 Recognise normal readings on the findings of available tests, observations and physical assessments that assist in determining health status 1.3 Use detailed knowledge to identify common pathophysiologies (or changing pathologies) through observation and analysis of associated available information 1.4 Identify the likely impact of specific interventions
2. Plan action(s) to address identified health status	2.1 Apply detailed understanding of anatomy, physiology and pathophysiology of disease to take a problem solving approach to plan services to reflect identified health status and address needs 2.2 Consider and note implications of any contra-indications in relation to health assessment findings 2.3 Document action plan in accordance with organisation policies and procedures
3. Identify variations from normal physical health status	3.1 Make informed decisions to implement the action plan based on in-depth knowledge of anatomy and physiology in relation to specific services provided 3.2 Provide services in accordance with the action plan, organisation policies and procedures and occupational health and safety requirements 3.3 Maintain current, complete, accurate and relevant records for each client contact 3.4 Monitor impact of services in line with job role and organisation policies and procedures

CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE

Unit Descriptor

This unit describes the knowledge and skills required to evaluate own work, continuing self-development and effective supervision within an ethical code of practice..

ELEMENT	PERFORMANCE CRITERIA
1. Reflect upon own practice	1.1 Self-evaluation is undertaken in conjunction with supervisors and/or peers 1.2 Open and evaluative feedback is given to and received from co-workers 1.3 Feedback is actively sought and accepted non defensively
2. Ensure continuing self-support and supervision	2.1 Specialist advice/further training is sought where the need is identified 2.2 Agency guidelines are observed in relation to professional development 2.3 Current industry developments are appraised and applied to improve practice 2.4 Commitment to upgrading skills and knowledge is evident through regular participation in a review mechanism 2.5 Current and likely future needs are evaluated and action taken to keep abreast of evolving trends
3. Operate within an agreed ethical code of practice/ethics	3.1 Own practice is assessed against identified objectives or code of ethics, using a range of valid evidence 3.2 The effect of values, beliefs and behaviour in work with clients is recognised 3.3 Realistic goals and targets for self development are established

HLTIN504B MANAGE THE CONTROL OF INFECTION

Unit Descriptor

This unit describes the skills required to ensure all who operate within the clinic adhere to established infection control guidelines and duty of care.

ELEMENT	PERFORMANCE CRITERIA
1. Ensure potential infectious material is removed from the workplace	1.1 Ensure information and resources are provided to support the correct handling and disposal of waste according to established guidelines and procedures 1.2 Maintain procedures for use of personal protective equipment when sorting and separating waste 1.3 Ensure waste transport procedures support workplace safety
2. Ensure equipment and surfaces are clean and sanitised	2.1 Ensure information and resources are provided to enable effective cleaning and sanitisation of equipment and surfaces 2.2 Provide information on the correct procedure(s) for cleaning and sanitation in the workplace 2.3 Ensure appropriate recommended protective clothing is worn throughout the workplace 2.4 Ensure clear and accurate information on infection control guidelines is provided
3. Ensure personal hygiene is maintained in the workplace	3.1 Establish standards of personal presentation and hygiene in the workplace and ensure they are maintained 3.2 Ensure clinical guidelines for hygiene and ensure they are maintained 3.3 Ensure appropriate and checked protective clothing is made available according to established guidelines and procedures 3.4 Ensure information is provided in the use of protective clothing
4. Establish and monitor guidelines for hazard identification and control	4.1 Review hazard/spillage, response and documentation and assess need for further action/improvement of practices 4.2 Ensure information is provided in hazard identification and control 4.3 Establish workplace policies and procedures in hazard identification and control and monitor to ensure their effectiveness 4.4 Monitor workplace to ensure hazards are managed in accordance with guidelines 4.5 Ensure hazard control procedures are carried out as necessary



HLTNAT601B PROVIDE THE NATUROPATHIC TREATMENT

Unit Descriptor

This unit describes the skills required to administer client/patient treatment according to a naturopathic framework.

ELEMENT	PERFORMANCE CRITERIA
1. Manage treatment	1.1 Factors which may interfere with the effectiveness of the treatment are explained 1.2 Mode of administration and management of the treatment are explained to the client/patient 1.3 Client/patient is requested to monitor reactions and contact practitioner as required 1.4 Consent for treatment is ensured 1.5 Reactions to treatment (adverse or otherwise) are recognised and promptly responded to if necessary 1.6 Time, location and content of future sessions are clearly explained to the client/patient 1.7 Recommendations are fully documented 1.8 Treatment is provided according to the treatment plan
2. Apply therapeutic techniques	2.1 Treatment/remedies are applied, recommended, dispensed or prescribed 2.2 Treatment is delivered according to regulations 2.3 Other health care professionals are referred to or collaborated with as required
3. Advise and resource the client/patient	3.1 The client/patient is educated in relevant and practical techniques for promotion and maintenance of optimum health 3.2 Client/patient queries are answered with clarity, using appropriate language 3.3 Appropriate interpersonal skills are used when explaining treatment plans and recommendations to the client/patient 3.4 Client/patient independence and responsibility in treatment are promoted wherever possible 3.5 Counselling within a naturopathic framework is provided when appropriate
4. Review treatment	4.1 Progress is reviewed with the client/patient 4.2 Effects of previous treatment are identified and recorded 4.3 Previous treatment plan in reviewed 4.4 Need for ongoing and/or additional treatment is evaluated 4.5 Changes to the plan are negotiated with the client/patient to ensure optimal outcomes



HLTNAT602B PROVIDE THE WESTERN HERBAL MEDICINE TREATMENT

Unit Descriptor

This unit describes the skills required to administer client/patient treatment according to a naturopathic framework.

ELEMENT	PERFORMANCE CRITERIA
1. Manage treatment	1.1 Factors which may interfere with the effectiveness of the treatment are explained 1.2 Mode of administration and management of the treatment are explained to the client/patient 1.3 Client/patient is requested to monitor reactions and contact practitioner as required 1.4 Consent for treatment is ensured 1.5 Reactions (adverse or otherwise) to treatment are recognised and promptly responded to if necessary 1.6 Time, location and content of future sessions are clearly explained to the client/patient 1.7 Recommendations are fully documented 1.8 Treatment is provided according to the treatment plan
2. Apply therapeutic techniques	2.1 Herbal medicines, extemporaneous preparations, herbal plasters, poultices, ointments or other topical applications are applied, recommended, dispensed or prescribed 2.2 Treatment is delivered according to regulations 2.3 Other health care professionals are referred to or collaborated with as required
3. Advise and resource the client	3.1 The client/patient is educated in relevant and practical techniques for promotion and maintenance of optimum health 3.2 Client/patient queries are answered with clarity, using appropriate language 3.3 Appropriate interpersonal skills are used when explaining treatment plans and recommendations to the client/patient 3.4 Client/patient independence and responsibility in treatment are promoted wherever possible 3.5 Counselling within a herbal medicine framework is provided when appropriate
4. Review treatment	4.1 Progress is reviewed with the client/patient 4.2 Effects of previous treatment are identified and recorded 4.3 Previous treatment plan is reviewed 4.4 Need for ongoing and/or additional treatment is evaluated 4.5 Changes to the plan are negotiated with the client/patient to ensure optimal outcomes

HLTNAT603B PROVIDE NATUROPATHIC NUTRITIONAL TREATMENT

Unit Descriptor

This unit describes the skills required to provide naturopathic advice on dietary modification and nutritional supplements according to a naturopathic framework.

ELEMENT

PERFORMANCE CRITERIA

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|-----------------------------------|--|
| 1. Manage treatment | <ul style="list-style-type: none"> 1.1 <i>Factors which may interfere with the effectiveness of the treatment</i> are identified and explained 1.2 The use of <i>dietary modification</i> and management of the treatment are explained to the client/patient 1.3 Client/patient is requested to monitor reactions and contact practitioner as required 1.4 <i>Consent for treatment</i> is ensured and <i>contra-indications</i> for treatment are identified 1.5 Reactions to treatment (adverse or otherwise) are recognised and <i>promptly responded</i> to if necessary 1.6 Time, location and purpose of future sessions are clearly explained to the client/patient 1.7 Recommendations are fully documented 1.8 Treatment is provided according to the treatment plan |
| 2. Apply therapeutic techniques | <ul style="list-style-type: none"> 2.1 Determine the appropriateness of dietary modification and/or <i>nutritional supplementation</i> 2.2 Identify and manage the treatment of food allergies/food sensitivities 2.3 Evaluate the influence of <i>environmental and other factors</i> on nutritional status 2.4 Care is taken to evaluate <i>cultural barriers</i> to dietary modification and/or supplement prescription 2.5 Deliver treatment according to <i>regulations</i> 2.6 Refer to or collaborate with other health care professionals as required |
| 3. Advise and resource the client | <ul style="list-style-type: none"> 3.1 Client/patient is educated in <i>relevant and practical techniques for promotion and maintenance of optimum health</i>, which include dietary/<i>lifestyle modification</i> 3.2 Client/patient queries are answered with clarity, using appropriate language 3.3 Appropriate interpersonal skills are used when explaining treatment plans and recommendations to the client/patient 3.4 Client/patient independence and responsibility in treatment are promoted wherever possible 3.5 Dietary advice within a nutritional framework is provided when appropriate |



ELEMENT***PERFORMANCE CRITERIA***

4. Review treatment

- 4.1 Progress is reviewed with the client/patient
- 4.2 Effects of previous treatment are identified and recorded
- 4.3 Previous treatment plan is reviewed
- 4.4 Need for ongoing and/or additional treatment is evaluated
- 4.5 Changes to the plan are negotiated with the client/patient to ensure optimal outcomes

HLTNAT605B PLAN THE NATUROPATHIC TREATMENT STRATEGY

Unit Descriptor

This unit describes the skills required to prepare for treatment of clients/patients and negotiate a treatment management plan with them using a naturopathic framework.

ELEMENTS	PERFORMANCE CRITERIA
1. Determine treatment strategy	1.1 Appropriate therapeutic principles of treatment are determined according to diagnosis of client/patient and within the skills of competence of the practitioner 1.2 Contra-indications to treatment and possible complicating factors are ascertained and treatment strategy used is modified according to naturopathic principles 1.3 Treatment and advice provided by other health care professionals is taken into consideration in determining the strategy to be used in treatment 1.4 Treatment strategy appropriate to the client/patient's condition is selected, supported on the basis of established naturopathic practice 1.5 Specific treatment options take into consideration possible client/patient compliance issues
2. Discuss the treatment strategy with the client/patient	2.1 The proposed treatment strategy is discussed with the client/patient 2.2 Sufficient time is allocated to discuss the treatment strategy, appropriate to the client/patient's needs 2.3 Client compliance is negotiated 2.4 Discrepancies between the practitioner's and the client/patient's perception of the condition are clarified 2.5 Any relevant information from medical or diagnostic reports is communicated where appropriate 2.6 Any perceived risks of the client/patient's condition and treatment are explained 2.7 Responsibilities of practitioner and client/patient within the treatment plan are clarified 2.8 Management of selected treatment in relation to any other current therapies is negotiated 2.9 Treatment evaluation strategies are discussed

HLTNAT606B PERFORM NATUROPATHIC HEALTH ASSESSMENT

Unit Descriptor

This unit covers the skills required to observe the condition of the client/patient and gather information relevant to the case, according to a naturopathic framework.

ELEMENTS	PERFORMANCE CRITERIA
1. Determine the scope of the assessment and the client/patient's needs	1.1 Client/patient's purpose for consultation is established and symptoms experienced are identified 1.2 Client/patient's eligibility for service is determined using clinic/personal policies 1.3 Services able to be provided and limits of available services are clearly explained 1.4 Client/patient's expectation of the service/clinic are explored and clarified 1.5 Factors likely to have a negative impact on assessment are identified in consultation with the client/patient and strategies implemented to minimise the effects of these factors wherever possible 1.6 Personal abilities, level of professional competence and parameters of role are defined to the client/patient and determine practice at all times 1.7 Clients/patients are referred to other health care providers where their needs are identified as beyond the scope of the services able to be provided, or if in the opinion of the practitioner their needs of the clients/patients are best met by doing so 1.8 Legal rights of the client/patient are identified and promoted
2. Obtain and record an accurate history of the client/patient	2.1 Information required from the client/patient for the client/patient's history is sought in a respectful way with all enquiries asked in a purposeful, systematic and diplomatic manner 2.2 Accurate, relevant and well organised information is collected and recorded in a form which can be interpreted readily by other professionals 2.3 Information is treated as confidential and stored securely
3. Manage the health assessment	3.1 Informed client/patient consent is obtained prior to conducting tests in accordance with legislative requirements 3.2 Abnormal findings are pursued and investigated in a deliberate, logical and appropriate manner 3.3 Reliability of data obtained is assessed and appropriate clinical correlation with the client/patient's complaints is established where possible 3.4 Questions are used to clarify results and gain further information in a manner relevant to the client/patient's needs



ELEMENTS	PERFORMANCE CRITERIA
	and test results
	3.5 Any decision to carry out laboratory tests is based on the integration of previously obtained clinical data and history
	3.6 The protocol required by the agency in ordering tests is adhered to
	3.7 Adequate time is allowed during consultation to gather critical information
	3.8 Factors that may interfere with the information gathering process are identified and minimised
	3.9 Essential requirements for the maintenance of clinical and practitioner hygiene are identified, established and routinely observed
	3.10 Potential sensitivities of the client/patient are anticipated, the practitioner's approach is adapted accordingly to take these into account and steps are taken to ensure the client/patient's dignity are maintained at all times
4. Make a comprehensive assessment of the client/patient	4.1 Signs of disease/condition and further observations are identified according to naturopathic framework
	4.2 Specific details of signs and symptoms of the presenting complaint/s are elicited
	4.3 Other appropriate assessment techniques are used
	4.4 All information is accurately recorded in a systematic manner in accordance with clinic guidelines

HLTNAT607B MANAGE WORK WITHIN THE NATUROPATHIC FRAMEWORK

Unit Descriptor

This unit describes the skills required to manage the effective work practices of self and others within a naturopathic framework. Elements relate to those in unit CHCORG5A: Maintain an effective work environment.

ELEMENT	PERFORMANCE CRITERIA
1. Communicate knowledge of naturopathic philosophy, principles and practices	1.1 <i>Major and minor forms of diagnosis and treatment practices</i> can be effectively communicated on a one-to-one or group basis
	1.2 <i>Definition, central philosophies</i> and historical developments of naturopathy can be explained
	1.3 Recent developments and new practices are integrated into client/patient services
2. Demonstrate commitment to ethical work practices	2.1 Confidentiality of client/patient information is maintained by storing and disposing of records according to clinic requirements
	2.2 Work practices are reviewed periodically to ensure skills and practices are kept current
	2.3 Work practices show respect for staff and client/patient rights
	2.4 Work practices adhere to legal, regulatory and clinic guidelines
	2.5 <i>Measures are implemented</i> to ensure accountability for professional practices
3. Manage workplace relationships	3.1 <i>Effective communication and interpersonal skills</i> are used to ensure all workplace interactions contribute to the achievement of clinic objectives and the promotion of the practice
	3.2 Workplace relations reflect consideration of the full range of individual and cultural differences
	3.3 Any issues related to the well-being of work colleagues are dealt with promptly and in accordance with clinic procedures
	3.4 Potential and actual workplace conflicts are handled to minimise disruption
4. Manage the achievement of quality standards	4.1 Personal hygiene and infection control guidelines are established and practised throughout the organisation
	4.2 Hazard control measures and reporting procedures are undertaken according to clinic guidelines
	4.3 Individual and clinic performance is reviewed against established standards



ELEMENT

PERFORMANCE CRITERIA

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| 5. Ensure ongoing development of self and team | 5.1 Own performance is regularly monitored against workplans, clinic objectives and client/patient needs |
| | 5.2 <i>Opportunities for formal and informal development of skills and knowledge</i> are sought out and accessed to optimise performance |
| | 5.3 Individual performances are monitored and developed to enhance team performance where appropriate |
| | 5.4 Coaching and mentoring contributes effectively to development of workplace knowledge, skills and attitudes |

HLTNAT608B APPLY NATUROPATHIC DIAGNOSTIC FRAMEWORK

Unit Descriptor

This unit covers the skills required to interpret information gathered in the health assessment and make and review accurate diagnoses over the course of treatment, according to the naturopathic framework.

ELEMENTS	PERFORMANCE CRITERIA
1. Analyse and interpret information received	1.1 Results of the health assessment are correlated with case history 1.2 Signs and symptoms of condition in the client/patient are recognised and identified as pre-requisites for treatment/care 1.3 Information gathered is assessed and assigned priorities in consultation with the client/patient using the knowledge and experience and theoretical principles applied by the practitioner 1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals 1.5 Patterns are analysed and differentiated by assessing signs and symptoms 1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying principles of diagnosis 1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected 1.8 All diagnostic signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions 1.9 Client/patient's progress is systematically monitored in order to confirm the initial diagnosis or clinical impression
2. Critically evaluate the diagnosis	2.1 A ongoing critical evaluation of the diagnosis is applied 2.2 Appropriate diagnostic tools/methods are selected 2.3 Re-evaluation of the case is carried out whenever considered necessary by the practitioner 2.4 History and clinical data are effectively combined to obtain a differential diagnosis, diagnosis and prognosis
3. Inform the client/patient	3.1 Rationale of the diagnosis/prognosis is discussed with the client/patient 3.2 Practitioner is able to respond to client/patient enquiries using language the client/patient understands 3.3 Referral and collaborative options are discussed with the client/patient if necessary

HLTNAT609B WORK WITHIN A NATUROPATHIC FRAMEWORK

Unit Descriptor

This unit describes the skills required to work effectively within a naturopathic framework.

ELEMENT	PERFORMANCE CRITERIA
1. Demonstrate commitment to the central philosophies of naturopathic practice	1.1 Definition of naturopathy and the naturopathic system of medicine is provided
	1.2 Historical development of naturopathy is provided
	1.3 Central philosophies of naturopathy are identified and explained
	1.4 Practitioner applies naturopathic philosophy to his/her own health practices
	1.5 Practitioner draws on naturopathic philosophy to interpret health issues
2. Identify and describe the principles and practices of naturopathy	2.1 Major methods of treatment used by naturopaths are identified and described
	2.2 Other complementary therapies used by naturopaths are identified and described
	2.3 Traditionally used methods of healing are identified and described
	2.4 Naturopathic assessment techniques are identified and described
3. Develop knowledge of complementary therapies	3.1 Principles and practices of other healing systems are identified and described
	3.2 Information on other complementary therapies is provided
	3.3 Relationship between therapies is identified
4. Represent naturopathic framework to the community	4.1 Practices and principles of naturopathy can be explained in an easily understood way in a one-to-one and group setting
	4.2 Enquiries are clarified and appropriate information is provided
	4.3 Requests for client/patient to bring relevant data to the consultation are made
	4.4 Alternative sources of information/advice are discussed with the client/patient
5. Work within clinic and regulation guidelines	5.1 Clinic guidelines are accessed and followed
	5.2 Legal and regulatory guidelines are accessed and followed
	5.3 Relevant documentation is undertaken

HLTHER603B OPERATE A WESTERN HERBAL MEDICINE DISPENSARY

Unit Descriptor

This unit describes the skills required to manufacture and dispense herbal treatments and remedies according to Western herbal medicine framework.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Identify medicinal plants in their natural and dry state	1.1 All highly poisonous plants are recognised in their natural state 1.2 Major medicinal plants are recognised in their natural state 1.3 Properly dried plants are recognised organoleptically 1.4 Main botanical features of the major medicinal plants are described
2. Use appropriate guidelines for plant collecting	2.1 Plants are collected from appropriate locations 2.2 Suitable parts of plants are collected for medicinal use 2.3 Plants are collected in correct time (part of the year, day etc)
3. Manufacture herbal medicines according to pharmacy guidelines	3.1 Fresh medicinal plants are preserved 3.2 Medicinal plants are dried and stored correctly 3.3 Plant material is extracted using different menstruum 3.4 Various types of herbal medicines are manufactured
4. Operate and monitor the dispensing process	4.1 Materials, equipment and work environment are available to meet processing and dispensing requirements 4.2 Raw materials are dispensed according to manufacturing instructions 4.3 Out-of-specification product, production process and equipment performance are monitored to ensure quality standards are met 4.4 Waste generated by both the process and cleaning procedures is collected, treated and disposed of or recycled according to organisational procedures
5. Complete documentation	5.1 Workplace information is recorded in the appropriate format 5.2 Herbal medicines are correctly labelled

HLTHER608B PROVIDE SPECIALISED WESTERN HERBAL MEDICINE TREATMENT

Unit Descriptor

This unit describes the skills required to provide specialised Western Herbal Medicine care for less common conditions/disease states in accordance with the age, gender and mental health needs of the client/patient. This unit requires high level knowledge of herbal medicine and a wide range of health conditions.

ELEMENT

PERFORMANCE CRITERIA

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| 1. Manage the specialised herbal medicine treatment | <ul style="list-style-type: none"> 1.1 <i>Knowledge of herbal medicines</i> is used to select the most appropriate treatment strategy 1.2 Factors which may interfere with the effectiveness of the treatment are taken into account for each herb and prescription 1.3 Possible treatment reactions are taken into account for each herb and prescription 1.4 Contra-indications are taken into account for each herb and prescription 1.5 Consent for treatment is ensured 1.6 Reactions to treatment (adverse or otherwise) are recognised and promptly responded to if necessary 1.7 Assessments and recommendations are fully documented 1.8 Treatment is provided according to the specialised herbal medicine treatment plan 1.9 Treatment is fully explained to the client/patient and all enquiries responded to 1.10 Counselling skills are used as appropriate 1.11 The treatment plan is reviewed and continuing care negotiated with the client/patient |
| 2. Provide specialised herbal medicine treatment for children and adolescents | <ul style="list-style-type: none"> 2.1 Consent for treatment is obtained from the parent/caregiver/guardian 2.2 Client/patient health is assessed according to standard guidelines relating to age 2.3 A specialised herbal medicine treatment plan is developed according to findings 2.4 <i>The treatment plan</i> is implemented |

ELEMENT**PERFORMANCE CRITERIA**

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| 3. Provide specialised herbal medicine treatment for women | <p>3.1 Client/patient health and welfare is assessed with special consideration given to conditions common to women</p> <p>3.2 A physical examination is conducted with special regard to common conditions of women <i>in various life stages</i> and according to local and national regulations</p> <p>3.3 A specialised herbal medicine treatment plan is developed according to findings</p> <p>3.4 <i>The treatment plan</i> is implemented</p> |
| 4. Provide specialised herbal medicine treatment for men | <p>4.1 Client/patient health and welfare is assessed with special consideration to conditions common to men</p> <p>4.2 Physical examination is conducted with special regard <i>to common conditions</i> of men relating to age and according to local and national regulations</p> <p>4.3 A specialised herbal medicine treatment plan is developed according to findings</p> <p>4.4 The treatment plan is implemented</p> |
| 5. Provide specialised herbal medicine geriatric care | <p>5.1 Client/patient history is taken with special consideration to client/patient memory, cognitive ability and care requirements</p> <p>5.2 A physical examination is conducted with special regard to <i>common conditions</i> of ageing and according to local and national regulations</p> <p>5.3 A specialised herbal medicine treatment plan is developed according to findings</p> <p>5.4 <i>The treatment plan</i> is implemented</p> |
| 6. Provide specialised herbal medicine mental health care | <p>6.1 Client/patient history is taken with special consideration to patient mental health and care requirements</p> <p>6.2 A specialised herbal medicine treatment plan is developed according to findings</p> <p>6.3 <i>The treatment plan</i> is implemented</p> |

HLTNUT601B APPLY LITERATURE RESEARCH FINDINGS TO CLINICAL NUTRITIONAL PRACTICE

Unit Descriptor

This unit describes the skills required to source and evaluate relevant information and apply findings to clinical nutritional practice. This unit requires high level knowledge of nutrition and its effect on a wide range of complex health conditions.

ELEMENT	PERFORMANCE CRITERIA
1. Manage information needs	1.1 Currency of information is assessed 1.2 Clinical information needs are defined 1.3 Information findings are recorded
2. Access information	2.1 Contemporary <i>primary and secondary sources</i> of information are identified 2.2 <i>Established sources of information</i> are identified 2.3 Information is collected and collated
3. Evaluate information	3.1 Primary and secondary sources of information are compared and contrasted 3.2 Relevance of information to clinical treatment strategy within a complementary and alternative health framework is established 3.3 Relevant information is culled and prioritised 3.4 Information findings are correlated with clinical presentation
4. Apply information to treatment strategy	4.1 Integrate information findings with existing treatment strategy 4.2 implement relevant findings into clinical nutrition practice

HLTNUT602B PROVIDE SPECIALISED NUTRITIONAL CARE

Unit Descriptor

This unit describes the skills required to provide specialised nutritional supplements and/or foods for the therapeutic and prophylactic management of specific health outcomes. This unit requires high level knowledge of nutrition and its effect on a wide range of complex health conditions.

ELEMENT	PERFORMANCE CRITERIA
1. Identify nutritional needs for specific health outcomes	1.1 Existing nutritional intake is determined 1.2 <i>Nutritional needs</i> are analysed 1.3 <i>Specific health outcome</i> is identified
2. Plan the specialised treatment	2.1 Impact of changes to nutritional supplementation and / or changes to food intake are considered 2.2 Nutritional approach to meet the specific health outcome is selected
3. Provide the specialised nutritional treatment	3.1 Specialised treatment plan is implemented according to the <i>various life stage, specific clinical condition, and / or personal health/fitness goals</i> 3.2 <i>Consent for treatment</i> is ensured 3.3 The strategy is fully explained to the client/patient and all enquiries responded to
4. Manage the specialised nutritional treatment	4.1 Factors which may interfere with the effectiveness of the strategy are taken into account for each dietary regime and nutritional recommendation 4.2 Possible treatment reactions are taken into account for each dietary regime and nutritional recommendation 4.3 Contra-indications are taken into account for each dietary regime and nutritional recommendation 4.4 Reactions to treatment (adverse or otherwise) are recognised and promptly responded to if necessary 4.5 Assessments and recommendations are fully documented 4.6 The treatment plan is reviewed and continuing care negotiated with the client/patient

HLTREM401B WORK WITHIN A MASSAGE FRAMEWORK

Unit Descriptor

This unit describes the skills required to work effectively within a massage framework.

ELEMENT	PERFORMANCE CRITERIA
1. Demonstrate commitment to the central philosophies of massage practice	1.1 Definition of massage and the massage system of treatment is provided 1.2 Historical development of massage is provided 1.3 <i>Massage principles</i> are identified and explained 1.4 Practitioner draws on massage philosophy to interpret health issues
2. Identify and describe the principles and practices of massage	2.1 <i>Major methods of treatment</i> used in massage are identified and described 2.2 <i>Other complementary therapies</i> used in massage are identified and described 2.3 <i>Massage assessment techniques</i> are identified and described
3. Develop knowledge of complementary therapies	3.1 Information on other complementary therapies is provided 3.2 Similarities and differences between physiotherapy, osteopathy, chiropractic therapy and massage therapy are explained 3.3 The characteristics between the allopathic and naturopathic approaches to treatment are described 3.4 Relationship between therapies is identified
4. Represent massage framework to the community	4.1 Practices and principles of massage can be explained in an easily understood way in a one-to-one and group setting 4.2 <i>Enquiries</i> are clarified and <i>appropriate information</i> is provided 4.3 Requests for client/patient to bring relevant data to the consultation are made 4.4 Alternative sources of information/advice are discussed with the client/patient
5. Work within clinic and regulation guidelines	5.1 <i>Clinic guidelines</i> are accessed and followed 5.2 <i>Legal and regulatory guidelines</i> are accessed and followed 5.3 <i>Relevant documentation</i> is undertaken

HLTREM406B PROVIDE THE MASSAGE TREATMENT

Unit Descriptor

This unit describes the skills required to administer client/patient basic massage treatment according to the philosophy and practices of a massage therapy framework.

ELEMENT	PERFORMANCE CRITERIA
1. Manage treatment	1.1 <i>Factors which may interfere with the effectiveness of the treatment</i> are explained 1.2 The <i>mode of administration</i> and management of the treatment of the client/patient is explained 1.3 Client/patient is requested to monitor <i>reactions</i> and contact practitioner as required 1.4 <i>Consent</i> for treatment is ensured 1.5 Client/patient is draped to expose only the part of the body being worked on 1.6 Massage is provided according to the treatment plan 1.7 Reactions to treatment are recognised and promptly <i>responded to</i> if necessary 1.8 Time, location and content of future sessions are clearly explained to the client/patient 1.9 Recommendations are fully documented
2. Apply massage techniques	2.1 <i>Massage techniques</i> are applied
3. <i>Advise and resource</i> the client	3.1 Client/patient queries are answered with clarity, using the appropriate language 3.2 Honesty and integrity are used when explaining treatment plans and recommendations to the client/patient 3.3 Appropriate interpersonal skills are used when explaining treatment plans and recommendations to the client/patient 3.4 Client/patient independence and responsibility in treatment are promoted wherever possible
4. Review treatment	4.1 Progress is evaluated with the client/patient 4.2 Effects of previous treatment are identified and recorded 4.3 Previous treatment plan is reviewed 4.4 Need for ongoing and/or additional treatment is evaluated 4.5 Changes to the plan are negotiated with the client/patient to ensure optimal outcomes

HLTREM407B PLAN THE MASSAGE TREATMENT

Unit Descriptor

This unit describes the skills required to prepare clients/patients for basic massage and negotiate treatment with them.

ELEMENTS	PERFORMANCE CRITERIA
1. Select the therapeutic principles to determine treatment	1.1 Appropriate <i>therapeutic principles</i> of treatment are determined according to assessment of client/patient and within the skills of competence of the practitioner 1.2 <i>Contra-indications</i> to treatment and possible complicating factors are ascertained and treatment strategy used is modified according to massage principles 1.3 Treatment appropriate to the client/patient's condition is selected and supported on the basis of established massage practice
2. Discuss the treatment strategy with the client/patient	2.1 Sufficient time is allocated to conclude sessions at a pace appropriate to the client/patient 2.2 Client/patient <i>compliance</i> is negotiated 2.3 Any <i>perceived risks</i> of the client/patient's condition and treatment are explained 2.4 The <i>responsibilities of practitioner and client/patient</i> within the treatment plan are discussed

HLTREM408B APPLY MASSAGE ASSESSMENT FRAMEWORK

Unit Descriptor

This unit covers the skills required to interpret information gathered in the health assessment and make and review accurate assessment for basic massage treatment

ELEMENTS	PERFORMANCE CRITERIA
1. Analyse and interpret information received	1.1 Results of the health assessment are correlated with case history 1.2 <i>Signs and symptoms</i> of condition in the client/patient are recognised and identified as pre-requisites or contra-indications for treatment/care 1.3 Information gathered is assessed and assigned priorities in consultation with the client/patient using the knowledge and experience and theoretical principles applied by the practitioner 1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals 1.5 <i>Body patterns</i> are analysed and differentiated by assessing signs and symptoms
2. Inform the client/patient	2.1 Rationale for the treatment assessment is discussed with the client/patient 2.2 Practitioner is able to respond to client/patient enquiries using language the client/patient understands 2.3 Discuss referral and collaborative options with the client/patient if necessary

HLTREM409B PERFORM MASSAGE HEALTH ASSESSMENT

Unit Descriptor

This unit covers the skills required to observe the condition of the client/patient and gather information relevant to the case in order to provide a basic massage.

ELEMENTS	PERFORMANCE CRITERIA
1. Determine the scope of the assessment and the client/patient's needs	1.1 Client/patient's purpose for consultation is established and the symptoms experienced are identified 1.2 Client/patient's eligibility for service is determined using clinic/personal policies 1.3 Services able to be provided and limits of available services are clearly explained 1.4 Client/patient's expectation of the service/clinic are explored and clarified 1.5 Personal abilities, level of professional competence and parameters of role are defined to the client/patient and determine practice at all times 1.6 <i>Factors likely to have a negative impact on assessment</i> are identified in consultation with the client/patient and strategies implemented to minimise the effects of these factors wherever possible 1.7 Client/patient is referred to <i>other health care professionals</i> where the needs of the client/patient are identified as beyond the scope of the services able to be provided, or if in the opinion of the practitioner the needs of the client/patient are best met by doing so 1.8 The legal rights of the client/patient are identified and promoted
2. Obtain and record an accurate history of the client/patient	2.1 Information required from the client/patient for the <i>client/patient's history</i> is sought in a respectful way with all enquiries asked in a purposeful, systematic and diplomatic manner 2.2 Accurate, relevant and well organised information is collected and recorded in a form which can be interpreted readily by other professionals 2.3 Information is managed in a confidential and secure way
3. Prepare the client for assessment	3.1 The client/patient's body is not unnecessarily exposed during assessment/treatment 3.2 Client/patient boundaries are respected at all times 3.3 Client/patient feedback is sought on comfort levels
4. Perform an assessment of the	4.1 Informed client/patient consent is obtained prior to



ELEMENTS	PERFORMANCE CRITERIA
client	conducting assessment, in accordance with relevant legislation and regulations
	4.2 Essential requirements for the maintenance of clinical and practitioner hygiene are identified, established and routinely observed
	4.3 <i>Potential sensitivities of the client/patient</i> are anticipated, the practitioner's approach is adapted accordingly to take these into account and steps are taken to ensure the client/patient's dignity is maintained at all times
	4.4 Client/patient is assessed through palpation, observation and sensory information gathering techniques
	4.5 <i>Contra-indications</i> to treatment are identified

HLTHOM612B WORK WITHIN A HOMOEOPATHIC FRAMEWORK

Unit Descriptor

This unit of competency describes the skills and knowledge required to work effectively within a homoeopathic framework and correctly present the homoeopathic framework to client and general public.

ELEMENTS	PERFORMANCE CRITERIA
1. Demonstrate knowledge of homoeopathic paradigm	1.1 Communicate <i>definition</i> and historical development of homoeopathy effectively 1.2 Identify and explain <i>central philosophy of homoeopathy</i> 1.3 Use homoeopathic philosophy to interpret health issues
2. Identify and describe the principles and practices of homoeopathy	2.1 Identify and describe the <i>major method of treatment</i> used by homoeopaths 2.2 Identify and describe <i>other methods of treatment</i> used by homoeopaths 2.3 Identify and describe <i>appropriate homoeopathic diagnostic techniques and tools</i>
3. Demonstrate basic knowledge of other therapies	3.1 Identify a range of <i>other therapies</i> 3.2 Provide <i>basic information on other therapies</i> 3.3 Identify the <i>relationship between homoeopathy and other therapies</i>
4. Represent homoeopathy to the community	4.1 Explain practices and principles of homoeopathy clearly in a one-to-one and group setting 4.2 Clarify <i>enquiries</i> and provide <i>appropriate information</i> 4.3 Request client to bring <i>relevant data</i> to the consultation 4.4 Discuss alternative sources of information/advice with the client
5. Work within clinic and regulation guidelines	5.1 Access and follow <i>clinic guidelines</i> 5.2 Access and follow <i>legal and regulatory guidelines</i> 5.3 Undertaken <i>relevant documentation</i>

HLTNAT604B PROVIDE ACCUTE HOMOEOPATHIC TREATMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to administer a limited range of homoeopathic medicines for acute conditions within a naturopathic framework.

ELEMENTS	PERFORMANCE CRITERIA
1. Manage acute treatment using homoeopathic medicines within a naturopathic framework	1.1 Explain <i>factors which may interfere with the effectiveness of the treatment</i> 1.2 Explain <i>mode of administration</i> and management of the treatment to the client 1.3 Request client to monitor responses and contact practitioner as required 1.4 Obtain <i>consent for treatment</i> 1.5 Provide <i>homoeopathic medicines</i> using <i>homoeopathic diagnostic techniques</i> , within a naturopathic framework 1.6 Recognise <i>responses to treatment</i> and promptly <i>attend to</i> if necessary 1.7 Explain clearly time, location and purpose of future sessions to the client 1.8 Document recommendations
2. Advise and resource the client	2.1 Educate client in <i>relevant and practical techniques for promotion and maintenance of optimum health</i> 2.2 Answer client queries with clarity, using the appropriate language 2.3 Use appropriate interpersonal skills when explaining treatment plans and recommendations to the client 2.4 Promote client independence and responsibility in treatment wherever possible
3. Review treatment	3.1 Evaluate progress with the client 3.2 Use <i>homoeopathic questioning</i> to confirm appropriateness of homoeopathic treatment and quality of treatment response 3.3 Identify and record <i>effects of previous treatment</i> 3.4 Review previous treatment plan 3.5 Negotiate changes to the plan with the client to ensure optimal outcomes 3.6 Evaluate need <i>for ongoing and/or additional treatment</i> 3.7 Refer client to a homoeopath where constitutional prescribing with homoeopathy is identified as useful 3.8 Refer client to a homoeopath where <i>chronic</i> prescribing with homoeopathy is identified as useful