



# HEALTH SCHOOLS AUSTRALIA

## 30687QLD Certificate IV in Natural Therapy - Sports Therapy



## Course Information



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### UNITS OF COMPETENCY & PERFORMANCE CRITERIA

BSBCMN204A Work effectively with others

HLTCOM404B Communicate effectively with clients/patients

HLTCOM405B Administer a practice

HLTCOM406B Make referrals to other health care professionals when appropriate

HLTCOM408B Use specific/medical terminology to communicate with client/patients, fellow workers and health professionals

HLTFA301B Apply first aid

HLTOHS300A Contribute to occupational health and safety processes

HLTIN301A Comply with infection control policies and procedures in health work

SRSMAS001A Apply appropriate pre-event and post-event techniques

SRSMAS003A Implement, monitor and adjust a massage therapy treatment plan

SRSMAS009A Integrate massage techniques to support athletes

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SRSSPT003B Implement sports first aid procedures and apply sports first aid

SRSSPT007B Tape ankle, thumb and fingers

SRSSPT010B Tape and/or brace elbow, Achilles and AC joint

HSA002B Develop a natural health assessment framework

HSA005B Apply elementary pathophysiological research to client assessment

HSA007B Manage work within a natural health framework

HSA008B Apply a natural health assessment framework

HSA013B Provide advice on nutritional supplementation

#### 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

HLTNUT601B Apply literature research findings to clinical nutritional practice

HLTNUT602B Provide specialized nutritional care



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## ***INTRODUCTION TO CERTIFICATE IV IN NATURAL THERAPY - SPORTS THERAPY***

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### **30687QLD ~ Certificate IV in Natural Therapy - Sports Therapy**

The Certificate IV in Natural Therapy - Sports Therapy is designed for individuals who wish to specialise in Body Therapies in a professional capacity within the Natural Health Industry. This qualification will allow the practitioner to use a basic range of consultancy and first aid skills for the relief of some post-match disorders or to promote wellness and recommend nutritional strategies (elective) for maintaining playing fitness. This therapeutic practice may be administered as an independent modality or used in conjunction with other modalities, such as massage.

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 Diplomas, Advanced Diplomas or a Bachelor Degree.

Certificate IV in Natural Therapy - Sports Therapy graduates are eligible for membership in the Australian Traditional Medicine Society (A.T.M.S.).

Graduates may choose career pathways as a Sports Therapy consultant which may include:-

- Private clinical practice ~ business owner
- Health spas & retreats ~ contract/employee
- Chiropractic clinics ~ contract/employee
- Natural Health clinics ~ contract/employee

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## ***ENTRY ADVICE***

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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 Certificate IV in Natural Therapy - Sports Therapy 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 30687QLD CERTIFICATE IV IN NATURAL THERAPY - SPORTS THERAPY***

Flexible Delivery ~ 3 days per week over 1 semester (20 weeks) recommended (full-time)

In the Certificate IV in Natural Therapy - Sports Therapy the content includes: -

- **Practice Administration**  
*BSBCM204A, HLTCOM404B, HLTCOM405B, HLTCOM406B, HLTCOM408B, HLTHIR1A*
- **Anatomy & Physiology**  
*HLTCOM408B, HLTREM406B, HLTREM407B, HLTREM408B, HLTREM409B, HSA002B, HSA005B, HSA008B, HSA013B, SRSMAS001A, SRSMAS003A, SRSMAS009A, SRSSPT003B, SRSSPT007B, SRSSPT010B (UPK)*
- **Pathophysiology 1**  
*HLTCOM408B, HLTREM 6A, HLTREM407B, HLTREM408B, HLTREM409B, HSA002B, HSA005B, HSA008B, HSA013B, SRSMAS001A, SRSMAS003A, SRSMAS009A, SRSSPT003B, SRSSPT007B, SRSSPT010B (UPK)*
- **Sports Therapy**  
*SRSMAS001A, SRSMAS003A, SRSMAS009A, SRSSPT003B, SRSSPT007B, SRSSPT010B*
- **Clinical Practice 1**  
*HLTREM401B, HLTREM406B, HLTREM407B, HLTREM408B, HLTREM409B, HSA002B, HSA005B, HSA007B, HSA008B, HSA0013, SRSMAS001A, SRSMAS003A, SRSMAS009A, SRSSPT003B, SRSSPT007B, SRSSPT010B, HLTREM406B*
- **Ethics & Jurisprudence**  
*HLTREM401B, HLTREM409B, HSA007B, SRSSTR003A (UPK)*
- **Occupational Health & Safety 1**  
*HLTOHS300A, HLTIN301A*
- **First Aid**  
*HLTFA301B*  
(students must complete a First Aid Certificate and provide a certified copy to Health Schools Australia for completion of this course)
- **Clinical Training – 60 hours** (*clinical work experience with a qualified practitioner*)
- **Seminar Training – 60 hours**  
*HLTREM401B, HLTREM406B, HLTREM407B, HLTREM408B, HLTREM409B, HSA002B, HSA005B, HSA007B, HSA008B, HSA0013, SRSMAS001A, SRSMAS003A, SRSMAS009A, SRSSPT003B, SRSSPT007B, SRSSPT010B, HLTREM406B*

### **Electives:**

- **Remedial Massage** (+ *Aromatherapy, you'll receive an additional qualification – HLT40307 Certificate IV in Massage*)  
*HSA007B, SRSMAS003A, HLTREM401B, HLTREM406B, HLTREM407B, HLTREM408B, HLTREM409B*

**or**

- **Nutrition**  
*HLTNUT601B, HLTNUT602B*



## UNITS OF COMPETENCY

The requirement for the achievement of a Certificate IV in Natural Therapy - Sports Therapy is the completion of a total of:

### UNITS

Minimum 21 units including:

- All **common** units (8)
- All **compulsory** units (11)
- 2 or 5 **elective** units

#### Common

BSBCMN204A	Work effectively with others
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM405B	Administer a practice
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTCOM408B	Use specific/medical terminology to communicate with client/patients, fellow workers and health professionals
HLTFA301B	Apply first aid
HLTOHS300A	Participate in occupational health & safety processes
HLTIN301A	Comply with infection control policies and procedures

#### Compulsory Specialisation

HSA002B	Develop a natural health assessment framework
HSA005B	Apply elementary pathophysiological research to client assessment
HSA007B	Manage work within a natural health framework
HSA008B	Apply a natural health assessment framework
HSA013B	Provide advice on nutritional supplementation
SRSMAS001A	Apply appropriate pre-event and post event techniques
SRSMAS003A	Implement, monitor and adjust a massage therapy treatment plan
SRSMAS009A	Integrate massage techniques to support athletes
SRSSPT003B	Implement sports first aid procedures and apply sports first aid
SRSSPT007B	Tape ankle, thumb and fingers
SRSSPT010B	Tape and/or brace elbow, achilles and AC joint

#### Elective (Choose either 'Massage Cluster' or 'Nutrition')

##### Massage

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

##### Nutrition

HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT602B	Provide specialized nutritional care

**NOTE:** Learners are provided with information regarding RPL (Recognised Prior Learning) applications and are eligible to receive RPL status for the units in which they can demonstrate current competence.



***RECOMMENDED NOMINAL HOURS***

Health Schools Australia		
30687QLD Certificate IV in Natural Therapy - Sports Therapy		
Unit Code	Unit Title	Recommendation for Nominal Hours in Qld
<b>Common</b>		
BSBCMN204A	Work effectively with others	20
HLTCOM404B	Communicate effectively with clients/patients	30
HLTCOM405B	Administer a practice	30
HLTCOM406B	Make referrals to other health care professionals when appropriate	40
HLTCOM408B	Use practice-specific/medical terminology in order to communicate with client/patients, fellow workers and health care professionals	40
HLTFA301B	Apply First Aid	Outsourced
HLTOHS300A	Contribute to occupational health & safety processes	30
HLTIN301A	Comply with infection control policies and procedures	40
<b>Compulsory</b>		
HSA002B	Develop a natural health assessment framework	70
HSA005B	Apply elementary pathophysiological research to client assessment	70
HSA007B	Manage work within a natural health framework	70
HSA008B	Apply a natural health assessment framework	100
HSA013B	Provide advice on nutritional supplementation	60
	<i>Sub-total</i>	<b>600</b>



<b><i>Sports Massage cluster</i></b>		
SRSMAS001A	Apply appropriate pre-event and post event techniques	90
SRSMTH003A	Implement, monitor and adjust a massage therapy treatment plan	
SRSMAS009A	Integrate massage techniques to support athlete	
<b><i>Sports First Aid cluster</i></b>		
SRSSPT003B	Implement sports first aid procedures and apply sports first aid	45
SRSSPT007B	Tape ankle, thumb and fingers	
SRSSPT010B	Tape and/or brace elbow, achilles and AC joint	
	<i>Sub-total</i>	<b>735</b>
<b><i>Electives (choose 1 cluster only)</i></b>		
<b><i>Massage Cluster</i></b>		
HLTREM401B	Work within a massage framework	450
HLTREM406B	Provide the massage treatment	
HLTREM407B	Plan the massage treatment	
HLTREM408B	Apply massage assessment framework	
HLTREM409B	Perform massage treatment assessment	
	Seminar Hours	60
	Clinical Hours	60
	<b>Total Nominal Hours</b>	<b>1305</b>
<b><i>Nutrition Cluster</i></b>		
HLTNUT601B	Apply literature research findings to clinical nutritional practice	40
HLTNUT602B	Provide specialised nutritional care	60
	Seminar Hours	60
	Clinical Hours	60
	<b>or Total Nominal Hours</b>	<b>955</b>



## ***FEE STRUCTURE***

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30687QLD Certificate IV in Natural Therapy - Sports Therapy ~ made up of a minimum of 21 Units of competency

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

Please refer to the Health Schools Australia, "Fee Schedule" Sheet for Certificate IV in Natural Therapy - Sports Therapy 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 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***

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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***

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The fee for RPL is \$65.00 in total for 30687QLD Certificate IV in Natural Therapy - Sports Therapy.

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***

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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***

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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:***

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

The course is delivered over a recommended 32 week period and it is anticipated you will complete one subject (cluster of unit competencies) per month during that time frame.

## ***WORKPLACE HEALTH AND SAFETY***

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

## ***ASSISTANCE WITH LEARNING***

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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***

### ***BSBCMN204A WORK EFFECTIVELY WITH OTHERS***

#### **Unit Descriptor**

This unit covers the skills and knowledge required to work in a group environment such as promoting team commitment and cooperation and supporting team members. This unit is related to BSBCMN304A Contribute to personal skill development and learning.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Develop effective workplace relationships	1.1 <i>Responsibilities and duties</i> are undertaken in a positive manner to promote cooperation and good relationships 1.2 Assistance is sought from <i>workgroup</i> members when difficulties arise and addressed through discussions 1.3 Constructive <i>feedback</i> provided by others in the workgroup is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and their value acknowledged in the development of relationships
2. Contribute to workgroup activities	2.1 Support is provided to team members to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to organisational requirements 2.3 Information relevant to work is shared with workgroup to ensure designated goals are met 2.4 Strategies/opportunities for improvement of the workgroup are identified and planned in liaison with workgroup



## ***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.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
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>



***HLTCOM405B ADMINISTER A PRACTICE*****Unit Descriptor**

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

ELEMENT		PERFORMANCE CRITERIA
1.	Establish and maintain administrative systems	1.1 <i>Routine tasks</i> are identified and performed 1.2 <i>Policies and procedures</i> are followed 1.3 <i>Resources</i> are used appropriately 1.4 Administrative systems are established
2.	Conduct financial administration	2.1 Financial procedures of the business are administered 2.2 Systems for <i>financial documentation</i> are maintained 2.3 Information for financial reports is recorded
3.	Follow practice management strategies	3.1 <i>Operational strategies</i> are followed 3.2 <i>Marketing strategies</i> are followed 3.3 Meetings are attended when necessary 3.4 <i>Stock</i> levels and supplies are monitored 3.5 <i>Statutory and regulatory requirements</i> are complied with
4.	Administer personnel management strategies	4.1 <i>Human resource strategies</i> are followed 4.2 Payroll and <i>employee records</i> are administered if necessary 4.3 Diversity guidelines are followed



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



## ***HLTCOM408B USE SPECIFIC/MEDICAL TERMINOLOGY TO COMMUNICATE WITH CLIENT/PATIENTS, FELLOW WORKERS AND HEALTH PROFESSIONALS***

### **Unit Descriptor**

This unit covers the skills required to understand and respond to instructions, carry out routine tasks and communicate with a range of internal/external clients in a health care practice, using appropriate **practice-specific/medical** terminology.

ELEMENT	PERFORMANCE CRITERIA	
1. Respond appropriately to instructions which contain practice-specific/medical terminology	<p><del>1.1</del> <u>1.1</u> <i>Written and oral instructions</i> using <i>practice-specific/medical terminology</i> are received, understood and documented</p> <p><del>1.2</del> <u>1.2</u> Checklists are used where appropriate</p> <p><del>1.3</del> <u>1.3</u> Abbreviations for practice-specific/medical terms and associated processes are understood</p> <p><del>1.4</del> <u>1.4</u> <i>Clinic guidelines</i> are understood and adhered to</p> <p>1.5 <i>Clarification</i> is sought when necessary</p>	Formatted: Bullets and Numbering
<del>2.</del> 2. Carry out routine tasks	<p><del>2.1</del> <u>2.1</u> Practice-specific/medical terminology is used correctly in the completion of <i>routine tasks</i></p> <p>2.2 Assistance is sought from designated person/s as required</p>	Formatted: Bullets and Numbering
<del>3.</del> 3. Use appropriate practice-specific/medical terminology in oral and written communication with client/patients, fellow workers and health care professionals	<p><del>3.1</del> <u>3.1</u> Appropriate practice-specific/medical terminology is used as directed in <i>oral communication</i> with client/patients, fellow workers and health care professionals</p> <p><del>3.2</del> <u>3.2</u> Appropriate practice-specific/medical terminology is used as directed in <i>written communication</i> with client/patients, fellow workers and health care professionals</p> <p><del>3.3</del> <u>3.3</u> Written communication is presented to a designated person for verification if required</p> <p><del>3.4</del> <u>3.4</u> Practice-specific/medical terminology is spelt and pronounced correctly</p> <p>3.5 Advice is sought from designated person with regard to practice-specific/medical terms and accompanying processes</p>	Formatted: Bullets and Numbering



***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	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 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 1.3 Assess casualty and identify injuries, illnesses and conditions
2. Apply First Aid techniques	2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness 2.2 Use available <i>resources and equipment</i> to make the casualty as comfortable as possible 2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner 2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort 2.5 Seek consent from casualty prior to applying first aid management 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 2.7 Seek first aid assistance from others in a timely manner and as appropriate 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 2.9 Use safe manual handling techniques as required 2.10 Monitor <i>casualty's condition</i> and respond in accordance with effective first aid principles and procedures 2.11 Finalise casualty management according to casualty's needs and first aid principles



<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Communicate details of the incident	<ul style="list-style-type: none"><li>3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant <i>communication media and equipment</i></li><li>3.2 Accurately convey assessment of casualty's condition and management activities to ambulance services /other emergency services/relieving personnel</li><li>3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures</li><li>3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management in line with established procedures</li><li>3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies</li></ul>
4. Evaluate own performance	<ul style="list-style-type: none"><li>4.1 Seek feedback from <i>appropriate clinical expert</i></li><li>4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents</li><li>4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs</li></ul>



## ***HLTOHS300A CONTRIBUTE TO OCCUPATIONAL HEALTH & SAFETY PROCESSES***

### **Unit Descriptor**

This unit covers general OHS requirements according to legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care.

Work will usually be performed within a prescribed range of functions involving known routines and procedures.

### **ELEMENT**

### **PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| 1. Plan and conduct work safely   | <ul style="list-style-type: none"> <li>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</li> <li>1.2 Address identified hazards prior to starting work using judgement within defined scope of responsibilities</li> <li>1.3 Report residual risk according to organisation procedures</li> <li>1.4 Report incidents and injuries in line with organisation policies and procedures</li> <li>1.5 Undertake OHS housekeeping in work area</li> <li>1.6 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes</li> </ul> |
| 2. Support others in working safely   | <ul style="list-style-type: none"> <li>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</li> <li>2.2 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely</li> <li>2.3 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures</li> </ul>  |
| 3. Contribute to OHS participative processes  | <ul style="list-style-type: none"> <li>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</li> <li>3.2 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees</li> </ul>   |
| 4. Contribute to hazard identification, OHS risk assessment and risk control activities | <ul style="list-style-type: none"> <li>4.1 Report identified hazards and inadequacies in risk controls. Sources of stress are identified, issues raised and discussed with supervisor</li> <li>4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures</li> <li>4.3 Contribute to risk assessments</li> <li>4.4 Provide input to development and implementation of control</li> </ul>   |



**ELEMENT****PERFORMANCE CRITERIA**

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 |
|---|--|



## ***HLTIN301A COMPLY WITH INFECTION CONTROL POLICIES AND PROCEDURES***

### **Unit Descriptor**

This unit describes the skills and knowledge required of workers to understand and comply with infection control guidelines. Policies and procedures may be organisational, industry - based and/or legislated.

The unit applies to a wide range of workers in health industry settings reflecting the importance of controlling infection risks and self-protection.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Follow infection control guidelines	1.1 Demonstrate the application of standard precautions to prevent the spread of infection in accordance with organisation requirements 1.2 Demonstrate the application of additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection 1.3 Minimise contamination of materials, equipment and instruments by aerosols and splatter
2. Identify and respond to infection risks	2.1 Identify infection risks and implement an appropriate response within own role and responsibility 2.2 Document and report activities and tasks that put clients and/or other workers at risk 2.3 Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organisation 2.4 Follow procedures for risk control and risk containment for specific risks 2.5 Follow protocols for care following exposure to blood or other body fluids as required 2.6 Place appropriate signs when and where appropriate 2.7 Remove spills in accordance with the policies and procedures of the organisation
3. Maintain personal hygiene	3.1 Maintain hand hygiene by washing hands before and after client contact and/or after any activity likely to cause contamination 3.2 Follow handwashing procedures 3.3 Implement hand care procedures 3.4 Cover cuts and abrasions with water-proof dressings and change as necessary
4. Use personal protective equipment	4.1 Wear personal protective clothing and equipment that complies with Australian/New Zealand Standards, and is appropriate for the intended use



ELEMENT	PERFORMANCE CRITERIA
5. Limit contamination	<p>4.2 Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact</p> <p>5.1 Demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>5.2 Confine records, materials and medicaments to a well-designated contaminated zone</p> <p>5.3 Confine contaminated instruments and equipment to a well-designated contaminated zone</p>
6. Handle, package, label, store, transport and dispose of clinical and other waster	<p>6.1 Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste</p> <p>6.2 Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified</p> <p>6.3 Store clinical or related waste in an area that is accessible only to authorised persons</p> <p>6.4 Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>6.5 Dispose of waste safely in accordance with the policies and procedures of the organisation and legislative requirements</p>
7. Clean environmental surfaces	<p>7.1 Wear personal protective clothing and equipment during cleaning procedures</p> <p>7.2 Remove all dust, dirt and physical debris from work surfaces</p> <p>7.3 Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>7.4 Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols</p> <p>7.5 Dry all work surfaces before and after use</p> <p>7.6 Replace surface covers where applicable</p> <p>7.7 Maintain and store cleaning equipment</p>



## ***SRSMAS001A APPLY APPROPRIATE PRE-EVENT AND POST-EVENT TECHNIQUES***

### **Descriptor**

This unit covers the knowledge and skills to enable the learner to apply a range of basic massage techniques to prepare an athlete/client for activity/competition and assist the athlete/client to recover from an activity/competition.

- |   |  |
|---|--|
| 1. Define the scope of the application of pre-event and post-event techniques | 1.1 Contraindications for the application of pre-event and/or post-event massage techniques are incorporated into consultation with the athlete/client<br>1.2 The role of the application of pre-event massage techniques are incorporated into consultation with the athlete/client   |
| 2. Apply pre-event techniques   | 2.1 Contraindications for the application of pre-event and/or post-event massage techniques are recognised and the athlete/client is referred to other health professionals or the relevant contact in the organisation's medical support team<br>2.2 A range of pre-event massage techniques are selected to suit the athlete/client and the activity/competition<br>2.3 A range of pre-event massage techniques to prepare athlete/client for activity/competition are demonstrated<br>2.4 Application of pre-event massage techniques is adjusted in accord with arousal levels of the athlete/client<br>2.5 Ointments used for heat application are applied to prepare the athlete/client for activity/competition |
| 3. Apply post-event techniques  | 3.1 Signs and symptoms of injury from activity/competition are assessed and, where indicated, the RICER regime is implemented<br>3.2 A range of post-event massage techniques to aid recovery from activity/competition are demonstrated   |
| 4. Implement self-care  | 4.1 Ergonomic use of body positioning and body weight to apply pre-event massage techniques and post-event massage techniques are demonstrated<br>4.2 Massage table height is chosen to eliminate back strain during the application of massage<br>4.3 Hand positions and techniques are chosen to eliminate upper limb strain during the application of massage<br>4.4 Use of reinforced hands/thumb weight to apply pre-event massage techniques and post-event massage techniques are demonstrated<br>4.5 Self-care protocols are adopted in accord with the industry standard massage therapy principles   |



## ***SRSMAS003A IMPLEMENT, MONITOR AND ADJUST A MASSAGE THERAPY TREATMENT PLAN***

### **Unit Descriptor**

This unit covers the knowledge and skills to integrate knowledge of massage therapy techniques and modalities to provide a comprehensive massage treatment package for athlete/client.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Identify common musculoskeletal injuries and associated treatment procedures	1.1 Identify and describe common musculoskeletal injuries in sport and their causes 1.2 Explain and describe Industry standard massage therapy principals regarding procedures and/or approaches for treating common musculoskeletal injuries in sport
2. Treat common musculoskeletal injuries	2.1 Develop a treatment package incorporating packaging of advanced massage techniques and/or massage therapy techniques to treat common musculoskeletal injuries in sport for the athlete/client in a massage therapy setting 2.2 Implement a treatment package through the integration of various techniques 2.3 Recommend relevant thermotherapy, cryotherapy and corrective exercise for rehabilitation of sporting injuries to the athlete/client 2.4 Establish, explain, clarify and instigate self-management programs with the athlete/client 2.5 Refer athlete/client to other health professionals in relation to areas/aspects in which the therapies is not currently competent
3. Provide support for packages athlete/client	3.1 Incorporate relevant elements of pre-event massage, post-event massage and maintenance massage in the athlete/client's massage therapy treatment plan 3.2 Establish, explain, clarify and instigate self-management programs with the athlete/client 3.3 Explain advantages and/or disadvantages of taping and/or splinting
4. Provide self massage programs	4.1 Advise athlete/client and teach relevant self massage techniques to assist in self management programs 4.2 Explain and discuss contraindications for massage with athlete/client



## ***SRSMAS009A INTEGRATE MASSAGE TECHNIQUES TO SUPPORT ATHLETES***

### **Descriptor**

This unit covers the knowledge and skills to integrate knowledge of massage therapy techniques and modalities to provide a comprehensive massage treatment package for athlete/client.

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|---|---|
| 1. Identify common musculoskeletal injuries and associated treatment procedures | 1.1 Common musculoskeletal injuries in sport and their causes are identified and described<br>1.2 Industry standard massage therapy principles regarding procedures and/or approaches for treating common musculoskeletal injuries in sport are described and explained   |
| 2. Treat common musculoskeletal injuries  | 2.1 A treatment package incorporating packaging of advanced massage techniques and/or massage therapy techniques to treat common musculoskeletal injuries in sport is developed for athlete/client<br>2.2 A treatment package is implemented through the integration of various techniques<br>2.3 Relevant thermotherapy, cryotherapy and corrective exercise for rehabilitation of sporting injuries are recommended to the athlete/client<br>2.4 Self-management programs are established, explained, clarified and instigated with the athlete/client<br>2.5 Athlete/client is referred to other health professionals in relation to areas/aspects in which the therapist is not currently competent |
| 3. Provide support packages for athlete/client                                  | 3.1 Relevant elements of pre-event massage, post-event massage and maintenance massage are incorporated in the athlete/client's massage therapy treatment plan<br>3.2 Self-management programs are established, explained, clarified and instigated with the athlete/client<br>3.3 Advantages and/or disadvantages of taping and/or splinting are explained   |
| 4. Provide self massage programs  | 4.1 Athlete/client is advised of and taught relevant self massage techniques to assist in self management programs<br>4.2 Contraindications for massage are explained and discussed with athlete/client   |



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***SRSSPT003B IMPLEMENT SPORTS FIRST AID PROCEDURES  
AND APPLY SPORTS FIRST AID***

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**Descriptor**

This unit covers the application of sports first aid knowledge and skills to implement an effective injury prevention program and, follow crisis management and/or immediate injury management strategies in a sport setting in the absence of, and until the arrival of, a health care professional or paramedic. Personnel undertaking this unit would be providing sports first aid in a sport setting.

- |   |  |
|---|--|
| 1. Operate as a sports first aider                    | <ul style="list-style-type: none"><li>1.1 Sports first aid activities are conducted in accord with the accepted roles and responsibilities of a sports first aider</li><li>1.2 Hygiene is maintained for protection of self, the athlete and others</li><li>1.3 A calm, caring and reassuring manner is adopted during interactions with the athlete/s and other relevant stakeholders</li><li>1.4 Other health care professionals and/or other members of the organisations medical support team are assisted in their tasks in accordance with organisational standards and personal level of responsibility and competence</li></ul>  |
| 2. Prepare and implement an injury prevention program | <ul style="list-style-type: none"><li>2.1 Suitability of venue for safe participation is assessed and relevant people advised</li><li>2.2 Hazards are identified and addressed</li><li>2.3 Safety standards and infectious disease procedures are maintained at all times according to organisational standards, and relevant legislation, regulations and guidelines</li><li>2.4 Safety, cleanliness and appropriateness of the change rooms are assessed, and relevant people advised</li><li>2.5 Individual and team protective equipment is maintained and relevant people advised of any needs</li><li>2.6 Group hygiene is managed and relevant people advised of any problems in accord with infectious disease procedures</li><li>2.7 Existing illnesses or injuries are managed</li><li>2.8 Causes of delayed healing and associated care procedures are described and explained</li><li>2.9 Conditions and external influences effecting sports performance are assessed and relevant people advised</li></ul> |



- |   |   |
|---|---|
|   | 2.10 Principles of a balanced competition are observed and relevant authorities informed of discrepancies   |
|   | 2.11 Monitor and support athletes with known medical conditions   |
| 3. Assist with warm-up, stretching and cool-down                          | 3.1 Warm-up, stretching and cool-down components of a session are conducted in consultation with the team/squad coach   |
| 4. Assist with fluid replacement  | 4.1 Fluid is provided to the athletes in consultation with the team/squad coach and/or relevant contact in the organisations medical support team                                 |
| 5. Follow defined sports first aid crisis management strategies           | 5.1 Crisis management is provided in the absence of, and until the arrival of, a health care professional or paramedic  |
|   | 5.2 Details of the incident are identified through observation and questioning of that athlete and/or other relevant stakeholders who observed the incident                       |
|   | 5.3 The Danger, Response, Airway, Breathing, Circulation regime is implemented including resuscitation techniques and procedures where necessary                                  |
|   | 5.4 The injured athlete and other relevant stakeholders are informed where possible of procedures which are to take place   |
|   | 5.5 First aid equipment is operated in accordance with manufacturers guidelines and instructions, and organisational standards, procedures and protocols                          |
| 6. Follow defined sports first aid immediate injury management strategies | 6.1 Immediate injury management is provided in the absence of, and until the arrival of, a health care professional or paramedic  |
|   | 6.2 Injury situations are approached systematically in accord with the Stop, Talk, Observe, Prevent further injury regime   |
|   | 6.3 Hard tissue injuries are recognised and identified and appropriate hard tissue injury immediate management techniques applied   |
|   | 6.4 Soft tissue injuries are recognised and identified and the principles of the Rest, Ice, Compression, Elevation, Referral regime for soft tissue injury management are applied |



- 6.5 Skin injuries are recognised and assessed and appropriate skin injury immediate management techniques applied
  - 6.6 Relevant infectious disease procedures are followed, especially in relation to wound management
  - 6.7 The injured athlete and other relevant stakeholders are informed where possible of procedures which are to take place
7. Transport the injured athlete
- 7.1 Injured athletes are safely and effectively transported
  - 7.2 A range of transport techniques are demonstrated and associated precautions for transportation explained
  - 7.3 Appropriate hand signals are demonstrated
  - 7.4 Vehicular transport for the injured athlete is arranged and co-ordinated with appropriate health care professionals
8. Complete and process reports
- 8.1 Reports are completed and processed in line with legislative, regulatory and organisational requirements
  - 8.2 Clear and comprehensive reports are provided to other health care professionals involved in the ongoing care of the athlete or the relevant contact in the organisations medical support team
9. Store and maintain equipment
- 9.1 First aid equipment is recovered, cleaned, inspected/tested stored, restocked and resupplied and medical waste disposed of safely according to organisational procedures and standards and/or manufacturers guidelines
  - 9.2 First aid equipment faults are rectified and/or reported in accordance with organisational procedures
  - 9.3 Equipment is stored in the correct manner and to ensure its future operation and serviceability
  - 9.4 Storage areas are maintained in a clean and tidy condition
  - 9.5 Security for storage facility is in accordance with operating procedures



***SRSSPT007B TAPE ANKLE, THUMB AND FINGERS*****Descriptor**

This unit covers the application of taping techniques to the ankle, thumb and fingers to assist athletes in relation to ongoing injury prevention, and post-injury support. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

1. Prepare for taping
  - 1.1 Contraindications and precautions for taping are identified through observation and questioning and, where necessary, client is referred to appropriate health care professionals or the relevant contact in the organisations medical support team in relation to areas/aspects in which the sports trainer is not currently competent
  - 1.2 Athletes are made aware of aims and objectives of the taping technique to be applied
  - 1.3 Appropriate tape and associated products are selected in accord for the taping technique to be applied
  - 1.4 Athletes are required to shave at least 12 hours before taping
  
2. Apply taping techniques
  - 2.1 A range of techniques for taping the ankle/s to prevent injury and/or provide post-injury support are applied in accord with best practice sports trainer principles
  - 2.2 A range of techniques for taping the thumb/s to prevent injury and/or provide post-injury support are applied in accord with best practice sports trainer principles
  - 2.3 A range of techniques or taping the finger/s to prevent injury and/or provide post-injury support are applied in accord with best practice sports trainer principles
  - 2.4 Where additional adherence is required tape adherent is applied
  - 2.5 Underwrap is applied if an athlete is allergic to adherent
  
3. Remove tape
  - 3.1 Tape is removed using blunt nose scissors or tape cutters
  - 3.2 Tape is removed by pulling the tape back on itself while placing pressure on the skin as close as possible to the line of attachment of the tape
  - 3.3 Where necessary tape remover sprays and/or solutions are applied to allow tape to be removed more easily



4. Implement self-care

- 4.1 Ergonomic use of body positioning and body weight to apply taping techniques are demonstrated
- 4.2 If a table is being used to assist with the taping process, then the height is chosen to eliminate back strain during the application of taping techniques
- 4.3 Hand positions and techniques are chosen to eliminate upper limb strain during the taping applications
- 4.4 Self-care protocols are adopted in accord with the best practice sports trainer principles

5. Position client

- 5.1 Ability to apply taping techniques with the athlete in a variety of postural positions is demonstrated



## ***SRSSPT010B TAPE AND/OR BRACE ELBOW, ACHILLES AND AC JOINT***

### **Descriptor**

This unit covers the application of taping and bracing techniques to the elbow/s, Achilles and/or AC joint/s to assist athletes in relation to ongoing injury prevention and post-injury support. Personnel undertaking this unit would be providing sports trainer support in a sport setting.

- |                            |  |
|----------------------------|--|
| 1. Prepare for taping      | <ul style="list-style-type: none"> <li>1.1 <i>Contraindications and precautions for taping</i> are identified through observation and questioning and, where necessary, client is referred to appropriate health care professionals or the relevant contact in the organisations medical support team in relation to areas/aspects in which the sports trainer is not currently competent</li> <li>1.2 <i>Athletes</i> are made aware of aims and objectives of the taping and/or bracing technique to be applied</li> <li>1.3 <i>Appropriate tape and associated products</i> are selected in accord for the taping and/or bracing technique to be applied</li> <li>1.4 Athletes are required to shave at least 12 hours before taping</li> </ul>                                     |
| 2. Apply taping techniques | <ul style="list-style-type: none"> <li>2.1 <i>Tape and/or brace an athletes elbow</i> to prevent injury and/or provide post-injury support are applied in accord with <i>best practice sports trainer principles</i></li> <li>2.2 <i>Tape and/or brace an athletes AC joint</i> to prevent injury and/or provide post-injury support are applied in accord with <i>best practice sports trainer principles</i></li> <li>2.3 <i>Tape and/or brace an athletes Achilles</i> to prevent injury and/or provide post-injury support are applied in accord with <i>best practice sports trainer principles</i></li> <li>2.4 Where additional adherence is required <i>tape adherent</i> is applied</li> <li>2.5 <i>Underwrap</i> is applied if an athlete is allergic to adherent</li> </ul> |
| 3. Remove tape             | <ul style="list-style-type: none"> <li>3.1 Tape is removed in accord with the best practice sports trainer principles</li> </ul>   |
| 4. Implement self-care     | <ul style="list-style-type: none"> <li>4.1 Self-care protocols are adopted in accord with the best practice sports trainer principles</li> </ul>   |
| 5. Position client         | <ul style="list-style-type: none"> <li>5.1 Ability to apply taping techniques with the <i>athlete</i> in a variety of <i>postural positions</i> is demonstrated</li> </ul>   |



## ***HSA002B      DEVELOP A NATURAL HEALTH ASSESSMENT FRAMEWORK***

### **Descriptor**

This unit covers the skills required to interpret basic human health sciences information to develop a framework that can be applied to assessing presenting conditions in a range of therapeutic disciplines.

<b><i>ELEMENT</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>
1. Analyse and interpret basic anatomical and physiological information	1.1 Basic anatomical and physiological information is accessed and used to formulate a simple health assessment framework 1.2 Signs & symptoms of presenting condition in the client/patient are recognised and identified as pre-requisites for treatment/care 1.3 Information gathered is assessed and assigned priorities for use in consultation with the client/patient 1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals 1.5 Physiological indicators of health and disease states analysed and differentiated by assessing signs and symptoms 1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying natural health principles of assessment 1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected 1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions 1.9 Systems for the monitoring of client/patient's progress are recommended to confirm the initial assessment or clinical impression
2. Critically evaluate the information to be used for clinical assessment purposes	2.1 A critical evaluation of information is applied in an ongoing manner 2.2 Appropriate analysis and assessment tools/methods are selected 2.3 Recommendations for case re-evaluation are able to be made from empirical knowledge 2.4 Literature reports, physical and clinical data can be effectively combined to obtain a differential assessment, assessment and prognosis
3. Report the conclusions of empirical investigations in the appropriate format	3.1 Rationale of the assessment/prognosis is discussed with supervising personnel or discussed with client/patient 3.2 Practitioner is able to respond to enquiries the appropriate level and terminology for the audience 3.3 Referral and collaborative options are recommended if necessary



## ***HSA005B    APPLY    ELEMENTARY    PATHOPHYSIOLOGICAL RESEARCH TO CLIENT ASSESSMENT***

### **Descriptor**

This unit covers the skills required to interpret basic pathophysiological and symptomological to the assessment of presenting conditions in a range of therapeutic disciplines.

<b><i>ELEMENT</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>
1. Analyse and interpret basic pathophysiological information	1.1 Basic pathophysiological information is accessed and used to formulate a simple health assessment framework 1.2 Signs & symptoms of presenting condition in the client/patient are recognised and identified as pre-requisites for treatment/care 1.3 Information gathered is assessed and assigned priorities for use in consultation with the client/patient 1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals 1.5 Physiological indicators of health and disease states analysed and differentiated by assessing signs and symptoms 1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying natural health principles of assessment 1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected 1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions 1.9 Systems for the monitoring of client/patient's progress are recommended to confirm the initial assessment or clinical impression
2. Critically evaluate the information to be used for clinical assessment purposes	2.1 A critical evaluation of information is applied in an ongoing manner 2.2 Appropriate analysis and assessment tools/methods are selected 2.3 Recommendations for case re-evaluation are able to be made from empirical knowledge 2.4 Literature reports, physical and clinical data can be effectively combined to obtain a differential assessment, assessment and prognosis
3. Report the conclusions of empirical investigations in the appropriate format	3.1 Rationale of the assessment/prognosis is discussed with supervising personnel or discussed with client/patient 3.2 Practitioner is able to respond to enquiries the appropriate level and terminology for the audience 3.3 Referral and collaborative options are recommended if necessary



## ***HSA007B MANAGE WORK WITHIN A NATURAL HEALTH FRAMEWORK***

### **Descriptor**

This unit describes the skills required to manage the effective work practices of self and others within a natural health framework.

<b><i>ELEMENT</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>
1. Communicate knowledge of wellness philosophy, principles and practices to others	1.1 the <i>major and minor forms of complementary health assessment and treatment practices</i> can be effectively communicated on a one-on-one or group basis 1.2 <i>Definition, central philosophies</i> and historical developments of wellness and complementary medicine therapeutics 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 achievement of clinic objectives and 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 wellbeing 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 practiced 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
5. Ensure ongoing	5.1 Own performance is regularly monitored against workplans, clinic objectives and client/patient needs



development of self and team

- 5.2 Opportunities for formal and informal development of skills and knowledge are sought out and accessed to optimise performance
- 5.3 Individual performances are monitored and developed to enhance team performance
- 5.4 Coaching and mentoring contributes effectively to development of workplace knowledge, skills and attitudes



## ***HSA008B APPLY A NATURAL HEALTH ASSESSMENT FRAMEWORK***

### **Descriptor**

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

<b><i>ELEMENT</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>
1. Analyse and interpret information received	1.1 Results of the health assessment are correlated with case history 1.2 Signs & symptoms of presenting 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 natural health principles of assessment 1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected 1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions 1.9 The client/patient's progress is systematically monitored in order to confirm the initial assessment or clinical impression	
2. Critically evaluate the assessment	2.1 A critical evaluation of assessment is applied in an ongoing manner 2.2 Appropriate assessment 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 is effectively combined to obtain a differential assessment, assessment and prognosis	
3. Inform the client/patient	3.1 Rationale of the assessment/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	



## ***HSA013B PROVIDE ADVICE ON NUTRITIONAL SUPPLEMENTATION***

### **Descriptor**

This unit describes the competencies required to provide advice on nutrient modification according to established clinical nutrition principles and practice.

<b><i>ELEMENT</i></b>	<b><i>PERFORMANCE CRITERIA</i></b>
1. Identify appropriate nutrient modifications	1.1 Identify <i>nutrient deficiencies</i> 1.2 Identify food allergies and/or food sensitivities 1.3 Determine the influence of <i>environmental factors</i> on nutrient status 1.4 Design <i>nutrient modifications</i> appropriate for the client/patient 1.5 Address appropriate <i>cultural factors</i> 1.6 Address appropriate lifestyle factors 1.7 Justify proposed nutrient modifications
2. Negotiate change in nutrient intake with client/patient	2.1 Communicate proposed nutrient changes to client/patient 2.2 Explain reasons for nutrient modification 2.3 Obtain feedback from client/patient regarding proposed nutrient changes 2.4 Implement nutrient changes in a manner agreeable to 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	<i>Major methods of treatment</i> used in massage are identified and described <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

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
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.

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
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



ELEMENTS	PERFORMANCE CRITERIA
4. Perform an assessment of the client	4.1 Informed client/patient consent is obtained prior to 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



## ***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.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
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.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
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

