



HEALTH SCHOOLS AUSTRALIA

30688QLD Advanced Diploma of Complementary Medicine - Wellness Consultancy



Course Information



© Health Schools Australia 2008

Published by: Health Schools Australia
111 Crescent Avenue, Hope Island Qld 4212
PO Box 94, Runaway Bay Qld 4216

Phone: 07 5530 8899
Free Call: 1800 074 004

Email: enquiries@healthaustralia.com
Web: www.healthaustralia.com



TABLE OF CONTENTS

Introduction to Advanced Diploma of Complementary Medicine - Wellness Consultancy

Entry Advice

Brief Overview of 30688QLD Advanced Diploma of Complementary Medicine - Wellness Consultancy

Units of Competency

Common

Recommended Nominal Hours

Fee Structure

Resources

Recognition of Prior Learning Fees

Assessment Strategy

Assessment Methods

Delivery Method & Time-frame

Workplace Health and Safety

Assistance with Learning

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 and safety processes
HLTIN504B	Manage the control of infection
HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT602B	Provide specialized nutritional care
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
HSA009B	Plan the natural health and fitness regimen with client
HSA010B	Advise the client on appropriate preventative health strategy
HSA013B	Provide advice on nutritional supplementation
HSA014B	Provide counseling
HSA016B	Research human health issues and apply results to client assessment
HSA021B	Provide functional nutritional advice
HSA022B	Assess clinical disorder profiles
HSA023B	Apply a knowledge of human health sciences data to an assessment framework
HSA025B	Analyse clinical tests

INTRODUCTION TO ADVANCED DIPLOMA OF COMPLEMENTARY MEDICINE - WELLNESS CONSULTANCY

30688QLD ~ Advanced Diploma of Complementary Medicine - Wellness Consultancy

The Advanced Diploma of Complementary Medicine - Wellness Consultancy is designed for individuals who wish to specialise in Complementary Natural Medicine in a professional capacity within the Natural Health Industry. This qualification allows the practitioner to use a range of therapeutic skills as a health and fitness consultant to assess common health disorders and prescribe a range of behavioural, fitness and lifestyle modifications. This qualification is suitable as an entry-level award for new practitioners or as an add-on qualification for practitioners who hold qualifications in other natural health disciplines. 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 Complementary Medicine - Wellness Consultancy graduates are eligible for membership in the Australian Traditional Medicine Society (A.T.M.S.).

Graduates may choose career pathways as a natural sports therapist which may include:-

- Private clinical practice ~ business owner
- Health spas & retreats ~ contract/employee
- Natural Health clinics ~ 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 Complementary Medicine (Wellness Consultant) 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 30688QLD ADVANCED DIPLOMA OF COMPLEMENTARY MEDICINE - WELLNESS CONSULTANCY

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

In the Advanced Diploma of Complementary Medicine - Wellness Consultancy the content includes: -

- **Practice Management**
BSBFLM303A, HLTCOM502B, HLTCOM503B, HLTCOM404B, HLTCOM406B, HLTHIR402B, HLTHIR501A
- **Anatomy & Physiology**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Advanced Anatomy & Physiology**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Pathophysiology & Symptomology**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Biology**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Chemistry**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Biochemistry**
HSA002B, HSA005B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA023B, HSA025B (UPK)
- **Counselling & Psychology**
HLTCOM404B, HSA010B, HSA014B
- **Nutrition**
HSA013B, HLTNUT601B
- **Advanced Nutrition**
HSA002B, HLTNUT602B
- **Wellness Philosophy**
HSA009B, HSA010B
- **Wellness Psychology**
HSA009B, HSA010B
- **Anti-ageing**
HSA009B, HSA010B
- **Disorder Profiles**
HSA022B



- **Clinical Practice 2-4**
HSA002B, HSA005B, HSA007B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA21, HSA023B, HSA025B

- **Ethics & Jurisprudence**
HSA007B, HSA010B

- **Occupational Health & Safety 2**
HLTOHS300A, HLTIN504B

- **First Aid**
HLTFA301B

- **Clinical Training – 150 hours** (*clinical work experience with a qualified practitioner*)
HSA002B, HSA005B, HSA007B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA21, HSA023B, HSA025B

- **Seminar Attendance – 200 hours** (*participation in industry related seminars/workshops*)
HSA002B, HSA005B, HSA007B, HSA008B, HSA009B, HSA010B, HSA013B, HSA016B, HSA21, HSA023B, HSA025B

UNITS OF COMPETENCY

This qualification covers the skills needed to assist complementary medicine practitioners with the core skills for developing a sound therapeutic practice using advanced diagnostic tools to treat complex disorders and dysfunctions or to make more accurate assessments on those clients requiring referral to other services.

Note: HLTF301B Apply First Aid is to be achieved by completion of an external course by an accredited First Aid Training Organisation

PACKAGING RULES

Minimum 25 units must be selected for this qualification including:

- All **common** units (12)
- All **specialisation** units (13)

COMMON

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
HLTF301B	Apply first aid
HLTHIR402B	Contribute to organisational effectiveness in the health industry
HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT602B	Provide specialised nutritional care
HLTOHS300A	Contribute to occupational health & safety processes
HLTIN504B	Managing infection control

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
HSA009B	Advise clients on appropriate preventative health strategy
HSA010B	Plan the natural health and fitness regimen with client
HSA013B	Provide advice on nutritional supplementation
HSA014B	Provide basic counselling
HSA016B	Research human health issues and apply results to client assessment
HSA021B	Provide functional nutritional advice
HSA022B	Assess clinical disorder profiles
HSA023B	Apply human health sciences data to an assessment program
HSA025B	Analyse clinical tests to assist diagnosis



RECOMMENDED NOMINAL HOURS

30688QLD		
ADVANCED DIPLOMA OF COMPLEMENTARY MEDICINE – Wellness Consultancy		
Unit Code	Unit Title	Nominal Hours in Qld
BSBFLM303A	Contribute to effective workplace relationships	40
HLTHIR501A	Maintain an effective health work environment	20
HLTCOM502B	Develop professional expertise	40
HLTCOM503B	Manage a practice	50
HLTCOM404B	Communicate effectively with clients/patients	30
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
HLTNUT601B	Apply literature research findings to clinical nutritional practice	40
HLTNUT602B	Provide specialised nutritional care	60
HLTOHS300A	Contribute to occupational health & safety processes	30
HLTIN504B	Manage infection control	50
HSA002B	Develop a natural health assessment framework	100
HSA005B	Apply elementary pathophysiological research to client assessment	100
HSA007B	Manage work within a natural health framework	120
HSA008B	Apply a natural health assessment framework	100
HSA009B	Advise clients on appropriate preventative health strategy	120
HSA010B	Plan the natural health and fitness regimen with client	100
HSA013B	Provide advice on nutritional supplementation	130
HSA014B	Provide basic counselling	110
HSA016B	Research human health issues and apply results to client assessment	150
HSA021B	Provide functional nutritional advice	150
HSA022B	Assess clinical disorder profiles	150
HSA023B	Apply human health sciences data to an assessment program	250
HSA025B	Analyse clinical tests to assist diagnosis	200
	Seminar Hours	200
	Clinical Hours	150
	Total Nominal Hours	2560



FEE STRUCTURE

30688QLD Advanced Diploma of Complementary Medicine - Wellness Consultancy ~ made up of 25 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 30688QLD Advanced Diploma of Complementary Medicine - Wellness Consultancy.

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 120 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.

ELEMENTS	PERFORMANCE CRITERIA
1. Gather, convey and receive information and ideas	<ul style="list-style-type: none">1.1 Information to achieve work responsibilities is collected from appropriate sources1.2 The method(s) used to communicate ideas and information is appropriate to the audience1.3 Communication takes into account social and cultural diversity1.4 Input from internal and external sources is sought, and valued in developing and refining new ideas and approaches
2. Develop trust and confidence	<ul style="list-style-type: none">2.1 People are treated with integrity, respect and empathy2.2 The organisation's social, ethical and business standards are used to develop and maintain positive relationships2.3 Trust and confidence of colleagues, customers and suppliers is gained and maintained through competent performance
3. Build and maintain networks and relationships	<ul style="list-style-type: none">3.1 Networking is used to identify and build relationships3.2 Networks and other work relationships provide identifiable benefits for the team and organisation
4. Manage difficulties to achieve positive outcomes	<ul style="list-style-type: none">4.1 Problems are identified and analysed, and action is taken to rectify the situation with minimal disruption to performance4.2 Colleagues receive guidance and support to resolve their work difficulties4.3 Poor work performance is managed within the organisation's processes4.4 Conflict is managed constructively within the organisation's processes4.5 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	<ul style="list-style-type: none">1.1 Monitor decision-making to ensure ethical guidelines are followed and underlying ethical complexity is recognised1.2 Ensure understanding and compliance with the principles of duty of care and legal responsibilities in all work undertaken1.3 Ensure appropriate action is taken to address any breach or non adherence to standard procedures or adverse event1.4 Monitor work practices to ensure confidentiality of any client matter in line with organisation policy and procedure1.5 Promote respect for rights and responsibilities of others through considered application of work practices1.6 Apply and promote knowledge and understandin of employee and employer rights and responsibilities in all work practices1.7 Identify potential conflict of interest in the workplace and take action to avoid and/or address
2. Support culture of effective communication	<ul style="list-style-type: none">2.1 Monitor and address communication issues in the workplace2.2 Monitor oral and written communication in the workplace to ensure confidentiality of client and staff matters2.3 Monitor workplace communication to support accuracy and understanding of information provided and received2.4 Promote recognition of individual and cultural differences in the workplace and support any adjustments to communication needed to facilitate the achievement of identified outcomes2.5 Promote and support a client-centred approach to health care throughout interpersonal communication with clients and colleagues2.6 Promote and assist with the resolution of conflict and interpersonal differences in the workplace
3. Maintain a positive approach to health in the workplace	<ul style="list-style-type: none">3.1 Monitor work practices to ensure they contribute to maintaining an effective and client-centred approach to health3.2 Monitor implementation of work practices to ensure clients are included in shared decision-making as partners in health care3.3 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
- 5.1 Monitor own skills/knowledge in relation to ongoing and changing work requirements
- 5.2 Identify areas for personal development in line with health industry developments, organisation requirements and personal interest
- 5.3 Take initiative to access and/or create development opportunities to support organisation need and personal career development
- 5.4 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 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

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	<ul style="list-style-type: none">1.1 Identify assess and minimise <i>hazards</i> in the situation that may pose a risk of injury or illness to self and others1.2 Minimise immediate <i>risk</i> to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements1.3 Assess casualty and identify injuries, illnesses and conditions
2. Apply First Aid techniques	<ul style="list-style-type: none">2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness2.2 Use available <i>resources and equipment</i> to make the casualty as comfortable as possible2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort2.5 Seek consent from casualty prior to applying first aid management2.6 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 requirements2.7 Seek first aid assistance from others in a timely manner and as appropriate2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures2.9 Use safe manual handling techniques as required2.10 Monitor <i>casualty's condition</i> and respond in accordance with effective first aid principles and procedures2.11 Finalise casualty management according to casualty's needs and first aid principles

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

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.

ELEMENT	PERFORMANCE CRITERIA
1. Plan and conduct work safely	<ul style="list-style-type: none">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 process1.2 Address identified hazards prior to starting work using judgement within defined scope of responsibilities1.3 Report residual risk according to organisation procedures1.4 Report incidents and injuries in line with organisation policies and procedures1.5 Undertake OHS housekeeping in work area1.6 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes
2. Support others in working safely	<ul style="list-style-type: none">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 workgroup2.2 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely2.3 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures
3. Contribute to OHS participative processes	<ul style="list-style-type: none">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 safety3.2 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees
4. Contribute to hazard identification, OHS risk assessment and risk control activities	<ul style="list-style-type: none">4.1 Report identified hazards and inadequacies in risk controls. Sources of stress are identified, issues raised and discussed with supervisor4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures4.3 Contribute to risk assessments4.4 Provide input to development and implementation of control measures, with reference to the hierarchy of control

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 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 |
|---|--|



HLTIN504B MANAGE INFECTION CONTROL

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	<ul style="list-style-type: none">1.1 Ensure information and resources are provided to support the correct handling and disposal of waste according to established guidelines and procedures1.2 Maintain procedures for use of personal protective equipment when sorting and separating waste1.3 Ensure waste transport procedures support workplace safety
2. Ensure equipment and surfaces are clean and sanitised	<ul style="list-style-type: none">2.1 Ensure information and resources are provided to enable effective cleaning and sanitisation of equipment and surfaces2.2 Provide information on the correct procedure(s) for cleaning and sanitation in the workplace2.3 Ensure appropriate recommended protective clothing is worn throughout the workplace2.4 Ensure clear and accurate information on infection control guidelines is provided
3. Ensure personal hygiene is maintained in the workplace	<ul style="list-style-type: none">3.1 Establish standards of personal presentation and hygiene in the workplace and ensure they are maintained3.2 Ensure clinical guidelines for hygiene and ensure they are maintained3.3 Ensure appropriate and checked protective clothing is made available according to established guidelines and procedures3.4 Ensure information is provided in the use of protective clothing
4. Establish and monitor guidelines for hazard identification and control	<ul style="list-style-type: none">4.1 Review hazard/spillage, response and documentation and assess need for further action/improvement of practices4.2 Ensure information is provided in hazard identification and control4.3 Establish workplace policies and procedures in hazard identification and control and monitor to ensure their effectiveness4.4 Monitor workplace to ensure hazards are managed in accordance with guidelines4.5 Ensure hazard control procedures are carried out as necessary

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



HSA002B DEVELOP A NATURAL HEALTH ASSESSMENT FRAMEWORK

Unit 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.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Analyse and interpret basic anatomical and physiological information	<ul style="list-style-type: none">1.1 Basic anatomical and physiological information is accessed and used to formulate a simple health assessment framework1.2 Signs & symptoms of presenting condition in the client/patient are recognised and identified as pre-requisites for treatment/care1.3 Information gathered is assessed and assigned priorities for use in consultation with the client/patient1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals1.5 Physiological indicators of health and disease states analysed and differentiated by assessing signs and symptoms1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying natural health principles of assessment1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions1.9 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	<ul style="list-style-type: none">2.1 A critical evaluation of information is applied in an ongoing manner2.2 Appropriate analysis and assessment tools/methods are selected2.3 Recommendations for case re-evaluation are able to be made from empirical knowledge2.4 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	<ul style="list-style-type: none">3.1 Rationale of the assessment/prognosis is discussed with supervising personnel or discussed with client/patient3.2 Practitioner is able to respond to enquiries the appropriate level and terminology for the audience3.3 Referral and collaborative options are recommended if necessary



HSA005B APPLY ELEMENTARY PATHOPHYSIOLOGICAL RESEARCH TO CLIENT ASSESSMENT

Unit 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.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Analyse and interpret basic pathophysiological information	<ul style="list-style-type: none">1.1 Basic pathophysiological information is accessed and used to formulate a simple health assessment framework1.2 Signs & symptoms of presenting condition in the client/patient are recognised and identified as pre-requisites for treatment/care1.3 Information gathered is assessed and assigned priorities for use in consultation with the client/patient1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals1.5 Physiological indicators of health and disease states analysed and differentiated by assessing signs and symptoms1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying natural health principles of assessment1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions1.9 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	<ul style="list-style-type: none">2.1 A critical evaluation of information is applied in an ongoing manner2.2 Appropriate analysis and assessment tools/methods are selected2.3 Recommendations for case re-evaluation are able to be made from empirical knowledge2.4 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	<ul style="list-style-type: none">3.1 Rationale of the assessment/prognosis is discussed with supervising personnel or discussed with client/patient3.2 Practitioner is able to respond to enquiries the appropriate level and terminology for the audience3.3 Referral and collaborative options are recommended if necessary

HSA007B MANAGE WORK WITHIN A NATURAL HEALTH FRAMEWORK

Unit Descriptor

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

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

- 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 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

Unit 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.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Analyse and interpret information received	<ul style="list-style-type: none">1.1 Results of the health assessment are correlated with case history1.2 Signs & symptoms of presenting condition in the client/patient are recognised and identified as pre-requisites for treatment/care1.3 Information gathered is assessed and assigned priorities in consultation with the client/patient using the knowledge and experience and theoretical principles applied by the practitioner1.4 Information is gathered, recorded and organised in a way which can be interpreted readily by other professionals1.5 Patterns are analysed and differentiated by assessing signs and symptoms1.6 Condition is identified according to stage and related implications (eg acute/chronic) by applying natural health principles of assessment1.7 Professional judgement is used to draw sound conclusions and prognosis from the data collected1.8 All presenting signs and symptoms are elicited in a thorough and objective manner to avoid premature conclusions1.9 The client/patient's progress is systematically monitored in order to confirm the initial assessment or clinical impression
2. Critically evaluate the assessment	<ul style="list-style-type: none">2.1 A critical evaluation of assessment is applied in an ongoing manner2.2 Appropriate assessment tools/methods are selected2.3 Re-evaluation of the case is carried out whenever considered necessary by the practitioner2.4 History and clinical data is effectively combined to obtain a differential assessment, assessment and prognosis
3. Inform the client/patient	<ul style="list-style-type: none">3.1 Rationale of the assessment/prognosis is discussed with the client/patient3.2 Practitioner is able to respond to client/patient enquiries using language the client/patient understands3.3 Referral and collaborative options are discussed with the client/patient if necessary

HSA009B ADVISE CLIENTS ON APPROPRIATE PREVENTATIVE HEALTH STRATEGY

Unit Descriptor

This unit describes the skills required to prepare a treatment plan in co-operation with a client/patient using a natural health framework.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Determine treatment strategy	<ul style="list-style-type: none">1.1 Appropriate natural health and fitness principles of treatment are determined according to assessment of client/patient and within the skills of competence of the practitioner1.2 Contraindications to treatment and possible complicating factors are ascertained and the treatment strategy used is modified according to natural health principles1.3 Treatment and advice provided by other health care professionals is taken into consideration in determining the strategy to be used in treatment1.4 Treatment strategy appropriate to the client/patient's condition is selected, supported on the basis of established natural health practice1.5 Specific treatment options take into consideration possible client/patient compliance issues
2. Discuss the treatment strategy with the client/patient	<ul style="list-style-type: none">2.1 The proposed treatment strategy is discussed with the client/patient2.2 Sufficient time is allocated to discuss the treatment strategy, appropriate to the client/patient's needs2.3 Client compliance and consent is negotiated2.4 Discrepancies between the practitioner's and the client/patient's perception of the condition are clarified2.5 Any perceived risks of the client/patient's condition and treatment are explained2.6 The responsibilities of practitioner and client/patient within the treatment plan are clarified2.7 The management of selected treatment in relation to any other current therapies is negotiated2.8 The treatment evaluation strategies are discussed

HSA010B PLAN THE NATURAL HEALTH AND FITNESS REGIMEN WITH CLIENT

Unit Descriptor

This unit describes the skills required to administer client/patient advice and consultancy services on wellness, preventative health and fitness.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Manage consultancy	<ul style="list-style-type: none">1.1 Factors which may interfere with the effectiveness of the recommended strategy are explained1.2 The mode of administration and management of the strategy are explained to the client/patient1.3 Client/patient is requested to monitor progress and contact practitioner as required1.4 Consent for strategy is ensured1.5 Reactions (adverse or otherwise) to strategy are recognised and promptly responded to if necessary1.6 The time, location and content of future sessions are clearly explained to the client/patient1.7 Recommendations are fully documented1.8 Strategy is provided according to the strategy plan
2. Apply therapeutic techniques as appropriate to the professional discipline and legal boundaries of the practitioner	<ul style="list-style-type: none">2.1 Strategy is applied as appropriate to testing response/client assessment2.2 Strategy is delivered within legal and ethical boundaries applicable to competency of the practitioner2.3 Other health care professionals are referred to or collaborated with as required
3 Advise and resource the client/patient	<ul style="list-style-type: none">3.1 The client/patient is educated in relevant and practical techniques for promotion and maintenance of optimum health3.2 Client/patient queries are answered with clarity, using appropriate language3.3 Appropriate interpersonal skills are used when explaining strategy plans and recommendations to the client/patient3.1 Client/patient independence and responsibility in strategy are promoted wherever possible3.2 Counselling within a natural health framework is provided when appropriate
4. Review strategy	<ul style="list-style-type: none">4.1 Progress is reviewed with the client/patient4.2 Effects of previous strategy are identified and recorded4.3 The previous strategy plan is reviewed4.4 The need for ongoing and/or additional strategy is evaluated4.5 Changes to the plan are negotiated with the client/patient to ensure optimal outcomes

HSA013B PROVIDE ADVICE ON NUTRITIONAL SUPPLEMENTATION

Unit Descriptor

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

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Identify appropriate nutrient modifications	<ul style="list-style-type: none">1.1 Identify <i>nutrient deficiencies</i>1.2 Identify food allergies and/or food sensitivities1.3 Determine the influence of <i>environmental factors</i> on nutrient status1.4 Design <i>nutrient modifications</i> appropriate for the client/patient1.5 Address appropriate <i>cultural factors</i>1.6 Address appropriate lifestyle factors1.7 Justify proposed nutrient modifications
2. Negotiate change in nutrient intake with client/patient	<ul style="list-style-type: none">2.1 Communicate proposed nutrient changes to client/patient2.2 Explain reasons for nutrient modification2.3 Obtain feedback from client/patient regarding proposed nutrient changes2.4 Implement nutrient changes in a manner agreeable to the client/patient

HSA014B PROVIDE BASIC COUNSELLING

Unit Descriptor

This unit describes the use of counselling skills in a therapeutic setting and make assessment for referral of patients for other professional/specialist counselling services.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Assess the need for counselling	<ul style="list-style-type: none">1.1 Use appropriate techniques to determine the need for counselling1.2 Select the appropriate counselling technique for the given situation1.3 Determine the <i>need for referral to other services</i> for professional counselling
2. Deliver counselling	<ul style="list-style-type: none">2.1 Apply <i>counselling skills</i> to facilitate treatment2.2 Maintain strict confidentiality2.3 Record care according to clinic guidelines.

HSA016B RESEARCH HUMAN HEALTH ISSUES AND APPLY RESULTS TO CLIENT ASSESSMENT

Unit Descriptor

This unit covers the skills required to conduct basic literature researches to aid in the assessment of presenting conditions in a range of therapeutic disciplines.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Research and analyse information on human health issues | 1.1 Signs & symptoms of common presenting conditions are recognised and identified as pre-requisites for treatment/care and to provide parameters for basis research |
| | 1.2 Basic information on human health issues is accessed and used to formulate a simple health assessment framework for use with clients/patients |
| | 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 Indicators of disease states can be 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 |

HSA021B PROVIDE FUNCTIONAL NUTRITIONAL ADVICE

Unit Descriptor

This unit describes the skills required to administer client/patient advice and consultancy on nutritional aspects of health and wellbeing.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Follow the sequential steps in history taking	<ul style="list-style-type: none">1.1 Identify the client/patient who has potential functional nutritional disorders and/or functional systemic disorders treatable by nutritional modification, and therefore requires a greater degree of functional analysis1.2 Select the appropriate methodology for taking a case history for functional analysis1.3 Formulate questions which give the patient the opportunity to describe his or her illness1.4 Formulate questions which give the patient the opportunity to describe family health issues and case histories1.5 Formulate questions relating to environmental health issues1.6 Formulate questions relating to work related health issues1.7 Conduct the interview to determine specific aspects required to make a differential diagnosis
2. Critically evaluate the assessment to arrive at a problem solving approach	<p>A critical evaluation of assessment is applied in an ongoing manner using set criteria</p> <p>Assessment is made of the evidence of status of the function and health of body systems and organs with a view to identifying symptomology and pathophysiological status</p> <p>Appropriate assessment tools/problem solving methods are selected</p> <p>Re-evaluation of the case is carried out whenever considered necessary by the practitioner</p> <p>History and clinical data is effectively combined to obtain a differential assessment, assessment and prognosis</p> <p>Results of assessment are accurately recorded in case histories</p>
3. Inform the client/patient	<ul style="list-style-type: none">3.1 Rationale of the assessment/proposed treatment strategy is discussed with the client/patient3.2 Practitioner is able to respond to client/patient enquiries using language the client/patient understands3.3 Recommend laboratory tests/medical consultation where indicated to clarify issues raised in investigating procedures3.4 Referral and collaborative options are discussed with the client/patient if necessary
4. Discuss the nutritional recommendations/ treatment strategy with the client/patient	<ul style="list-style-type: none">4.1 The proposed treatment strategy is discussed with the client/patient4.2 Sufficient time is allocated to discuss the treatment strategy, appropriate to the client/patient's needs4.3 Client compliance and consent is negotiated4.4 Discrepancies between the practitioner's and the client/patient's perception of the condition are clarified4.5 Any perceived risks of the client/patient's condition and treatment are explained4.6 The responsibilities of practitioner and client/patient within the treatment plan are clarified4.7 The management of selected treatment in relation to any



other current therapies is negotiated
4.8 The treatment evaluation strategies are discussed



HSA022B ASSESS CLINICAL DISORDER PROFILES

Unit Descriptor

This unit describes the competencies required to conduct applied research (in literature and through clinical profiles) to disorder profiles and apply the results to management of individual cases.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Select appropriate research strategies	<p>1.1 <i>Research hypothesis</i> is defined according to standard research practice</p> <p>1.2 <i>Research strategies</i> are selected which are appropriate for the subject matter being researched and the constraints of available time</p> <p>1.3 An appropriate combination of <i>research methods</i> are selected to promote the viability of the findings</p> <p>1.4 The selection of research strategies is negotiated with stakeholders</p>
2. Consult with stakeholders	<p>2.1 A representative range of people and groups with a stake and interest in the issues and needs being considered is identified</p> <p>2.2 A range of stakeholders are consulted in appropriate ways</p> <p>2.3 <i>Issues</i> are identified, documented and negotiated with the person or group</p>
3. Prepare to conduct the applied research	<p>3.1 Material and other aids (e.g. questionnaires) needed to conduct research are designed and made available</p> <p>3.2 Times and places for collection of information are arranged</p> <p>3.3 Information is collected, kept confidential if appropriate and stored securely.</p> <p>3.4 <i>Research submission</i> is prepared and funding is sort after (where applicable)</p> <p>3.5 <i>Research participants</i> are sought after and assessed/interviewed for suitability, with specific reference to the research being conducted and the hypothesis being tested</p> <p>3.6 <i>Baseline case and/or observations</i> are taken and documented according to research guidelines/hypothesis</p> <p>3.7 <i>Research guidelines and diaries</i> for the participant is prepared along with explanatory information (where relevant)</p> <p>3.8 <i>Human resources are obtained and equipment is prepared and calibrated (where appropriate)</i></p>
4. Research subjects are interviewed and monitored	<p>4.1 <i>Research consent</i> forms are signed by participants</p> <p>4.2 Research hypothesis is tested and <i>adjusted/nullified</i> accordingly</p> <p>4.3 Participants are interviewed according to <i>hypothesis requirements</i></p> <p>4.4 Participants are <i>monitored for compliance</i> and <i>examined for continuation</i> in the project</p>
5. Research findings are documented in accordance with project guidelines	<p>5.1 Research findings are <i>documented and/or data based in accordance with project guidelines</i></p> <p>5.2 Research findings are <i>analysed</i></p> <p>5.3 Research findings are written up and <i>presented to peers (where a research tutorial/seminar report is specified in project brief)</i>.</p>

6. Organise and analyse research information and data
- 5.4 Research findings/tutorial papers are *published/submitted for assessment (where required)*
 - 6.1 Information and data is collected and organised in a form that lends itself to analysis and is suitable for the intended recipients
 - 6.2 Raw data obtained is confirmed with those who provided it, and is reported accurately, legibly and comprehensively
 - 6.3 Patterns and explanations are derived from the data
 - 6.4 The conceptual framework on which the research is based is clearly explained
7. Report the research
- 7.1 Full and accurate details of the research data, methodology, analysis and findings regarding the topic, needs and issues are reported
 - 7.2 Opportunities are provided for *validation* of the research findings where appropriate
 - 7.3 Opportunities are provided for the research findings to be used for policy and program planning
 - 7.4 The proving and/or research is *documented and published as internal or external document as appropriate*

HSA023B APPLY A KNOWLEDGE OF HUMAN HEALTH SCIENCES DATA TO AN ASSESSMENT FRAMEWORK

Unit Descriptor

This unit describes how human health sciences data can be used in the development of an advanced assessment framework.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Apply a knowledge of advanced anatomical and physiological data to assessment of presenting conditions	1.1 Identify the major signs and symptoms of pathological, genetic or traumatic conditions that may require intervention by a therapist 1.2 Analyse biochemical and pathophysiological data and information 1.3 Identify tests that need to be conducted in external and specialist laboratories
2. Critically evaluate the scientific evidence to arrive at a problem solving approach	2.1 Research literature and clinical data to formulate a framework for conducting assessments of presenting conditions in clients 2.2 Identify problems associated with variant paradigms or differential diagnosis 2.3 Solve analytical and interpretive problems. 2.4 Use all terminology accurately and in correct context 2.5 Report results of own investigations
3. Develop an assessment framework for use with client/	3.1 Results of research projects or investigation are analysed with a view of developing an assessment framework 3.2 Practitioner is able to translate the language and content of the assessment framework as appropriate to the audience 3.3 Referral and collaborative options are formulated and recommended as necessary

HSA025B ANALYSE CLINICAL TESTS

Unit Descriptor

This unit describes how clinical biochemistry, pathophysiology and standard laboratory biochemistry tests can be used in the diagnosis, treatment, prognosis and management of disease.

<i>ELEMENT</i>	<i>PERFORMANCE CRITERIA</i>
1. Follow clinical biochemistry laboratory procedures for collecting test specimens	1.1 Identify the core biochemistry tests appropriate to given diagnosed disorders 1.2 Collect specimens for analysis 1.3 Identify test that need to be conducted in external and specialist laboratories
2. Critically evaluate the test data to arrive at a problem solving approach	2.1 Check test data to determine if a sampling error has occurred 2.2 Choose appropriate units for biochemical parameters. 2.3 Check for variation in biochemical measurements 2.4 Solve analytical and interpretive problems. 2.5 Reproduce major biochemistry reference values. 2.6 Test results are accurately recorded in case records.
3. Inform the client/patient of the test results	3.1 Results of the tests/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