



HEALTH SCHOOLS AUSTRALIA

**HLT61007
Advanced Diploma
of Nutritional Medicine**



Course Information



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UNITS OF COMPETENCY & PERFORMANCE CRITERIA

BSBFLM303A	Contribute to effective workplace relationships
HLTHIR501A	Maintain an effective health work environment
HLTCOM502B	Develop professional expertise
HLTCOM503B	Manage a practice
HLTCOM404B	Communicate effectively with clients/patients
HLTCOM406B	Make referrals to other health care professionals when appropriate
HLTFA301B	Apply first aid
HLTOHS300A	Contribute to occupational health & safety processes
HLTIN504B	Manage the control of infection
HLTAP401A	Confirm physical health status
HLTAP501A	Analyse health information
CHCORG28A	Reflect and improve upon professional practice
HLTNUT601B	Apply literature research findings to clinical nutritional practice
HLTNUT603A	Apply a nutritional medicine diagnostic framework
HLTNUT604A	Manage work within a clinical nutritional framework
HLTNUT605A	Perform nutritional medicine health assessment
HLTNUT606A	Plan the nutritional treatment strategy



HLTNUT607A	Provide nutritional medicine treatment
HLTNUT608A	Provide specialized nutritional medicine treatment
HLTNUT609A	Prepare and dispense nutritional and dietary supplements
HLTNUT610A	Provide basic dietary advice
HLTNAT601B	Provide the naturopathic treatment
HLTNAT603B	Provide naturopathic nutritional treatment
HLTNAT605B	Plan naturopathic treatment strategy
HLTNAT606B	Perform naturopathic health assessment



INTRODUCTION TO ADVANCED DIPLOMA OF NUTRITIONAL MEDICINE

HLT61007 ~ Advanced Diploma of Nutritional Medicine

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

Advanced Diploma of Nutritional Medicine graduates are eligible for membership in the Australian Traditional Medicine Society (A.T.M.S.).

Graduates may choose career pathways as a clinical Nutritionist which may include:-

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

ENTRY ADVICE

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

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

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

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

Numeracy & mathematics – a learner will be able to select and apply a range of mathematical strategies to solve problems in a number of contexts which are familiar and may be interrelated. They will also be able to reflect 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 Functional Nutrition 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 HLT61007 ADVANCED DIPLOMA OF NUTRITIONAL MEDICINE

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

In the Advanced Diploma of Nutritional Medicine the content includes: -

- **Practice Management**
BSBFLM303A, HLTCOM503B, HLTCOM404B, HLTCOM406B, HLTHIR501A, HLTCOM502B, CHCORG28A

- **Anatomy & Physiology**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **Advanced Anatomy & Physiology**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **Pathophysiology & Symptomology**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **Biology**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **Chemistry**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **Biochemistry**
HLTNAT606B, HLTNUT605A, HLTNUT606A

- **History & Philosophy**
HLTNAT601B, HLTNAT605B, HLTNAT606B

- **Counselling & Psychology**
HLTCOM404B, HLTNUT605A

- **Iridology**
HLTNAT605B, HLTNAT606B, HLTNUT605A, HLTNUT610A

- **Nutrition**
HLTNUT601B, HLTNUT603A, HLTNUT604A, HLTNUT605A, HLTNUT606A, HLTNUT607A, HLTNUT610A, HLTNAT605B, HLTNAT606B

- **Advanced Nutrition**
HLTNUT601B, HLTNUT603A, HLTNUT604A, HLTNUT605A, HLTNUT608A, HLTNUT609A, HLTNUT610A, HLTNAT605B, HLTNAT606B



- **Disorder Profiles**
HLTNAT601B, HLTNAT603B, HLTNAT605B, HLTNAT606B, HLTAP401A, HLTAP501A, HLTNUT606A, HLTNUT607A, HLTNUT608A
- **Clinical Practice 2-4**
HLTCOM404B, HLTNUT603A, HLTNUT604A, HLTNUT605A, HLTNUT608A, HLTNUT609A, HLTNUT610A, HLTNAT601B, HLTNAT603B, HLTNAT605B, HLTNAT606B, HLTAP401A, HLTAP501A
- **Ethics & Jurisprudence**
HLTNAT601B, HLTNAT606B
- **Occupational Health & Safety 2**
HLTOHS300A, HLTIN504B
- **First Aid**
HLFA301B
- **Clinical Training – 150 hours** (*clinical work experience with a qualified practitioner*)
HLTCOM404B, HLTNUT603A, HLTNUT604A, HLTNUT605A, HLTNUT606A, HLTNUT607A, HLTNUT608A, HLTNUT609A, HLTNUT610A, HLTNAT601B, HLTNAT603B, HLTNAT605B, HLTNAT606B
- **Seminar Attendance – 200 hours** (*participation in industry related seminars/workshops*)
HLTCOM404B, HLTNUT603A, HLTNUT604A, HLTNUT605A, HLTNUT608A, HLTNUT609A, HLTNUT610A, HLTNAT603B, HLTNAT605B, HLTNAT606B



UNITS OF COMPETENCY

This qualification covers the skills needed to work at practitioner level in Nutritional Medicine.

PACKAGING RULES

25 units must be selected for this qualification including:

- All **common** units
- All **specialisation** units

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
HLTFA301B	Apply first aid
HLTOHS300A	Contribute to Occupational Health & Safety processes
HLTIN504B	Manage the control of infection
HLTAP401A	Confirm physical health status
HLTAP501A	Analyse health information
CHCORG28A	Reflect and improve upon professional practice

Specialisation

HLTNUT601B	Apply literature research findings to clinical nutritional advice
HLTNUT603A	Apply a nutritional medicine diagnostic framework
HLTNUT604A	Manage work within a clinical nutritional framework
HLTNUT605A	Perform nutritional medicine health assessment
HLTNUT606A	Plan the nutritional treatment strategy
HLTNUT607A	Provide nutritional medicine treatment
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HLTNAT606B	Perform naturopathic health assessment



RECOMMENDED NOMINAL HOURS

HLT61007		
ADVANCED DIPLOMA OF NUTRITIONAL MEDICINE		
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
HLTOHS300A	Contribute to Occupational Health & Safety processes	30
HLTIN504B	Manage the control of infection	50
HLTAP401A	Confirm physical health status	80
HLTAP501A	Analyse health information	40
CHCORG28A	Reflect and improve upon professional practice	60
HLTNUT601B	Apply literature research findings to clinical nutritional advice	40
HLTNUT603A	Apply a nutritional medicine diagnostic framework	40
HLTNUT604A	Manage work within a clinical nutritional framework	20
HLTNUT605A	Perform nutritional medicine health assessment	80
HLTNUT606A	Plan the nutritional treatment strategy	40
HLTNUT607A	Provide nutritional medicine treatment	60
HLTNUT608A	Provide specialised nutritional medicine treatment	80
HLTNUT609A	Prepare and dispense nutritional and dietary supplements	60
HLTNUT610A	Provide basic dietary advice	40
HLTNAT601B	Provide naturopathic treatment	120
HLTNAT603B	Provide naturopathic nutritional treatment	80
HLTNAT605B	Plan naturopathic treatment strategy	40
HLTNAT606B	Perform naturopathic health assessment	200
	Seminar Hours	200
	Clinical Hours	150



	Total Nominal Hours	1730
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FEE STRUCTURE

HLT61007 Advanced Diploma of Nutritional Medicine ~ 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 HLT61007 Advanced Diploma of Nutritional Medicine.

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.

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



HLTHIR501A MAINTAIN AN EFFECTIVE HEALTH WORK ENVIRONMENT

Unit Descriptor

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

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



- care
- 3.3 Monitor compliance with relevant accreditation standards applying to work undertaken and address issues
 - 3.4 Monitor staff understanding and focus on achieving organisation goals and objectives in work undertaken
 - 3.5 Monitor and support staff efforts to respond positively to improved work practices and procedures
 - 3.6 Ensure issues requiring mandatory notification are identified and reported appropriately
4. Work in the health industry context
- 4.1 Establish effective relationships with workers from different sectors and levels of the industry in line with work role and requirements
 - 4.2 Apply knowledge of the roles and functions of various health care structures, organisations and systems in Australia
 - 4.3 Maintain knowledge of current issues influencing the health care system, including health issues for Indigenous Australians
 - 4.4 Work with an understanding of funding mechanisms, and how the organisation's operations are financed
5. Take opportunities to develop own competence
- 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	<p>1.1 Identify assess and minimise <i>hazards</i> in the situation that may pose a risk of injury or illness to self and others</p> <p>1.2 Minimise immediate <i>risk</i> to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements</p> <p>1.3 Assess casualty and identify injuries, illnesses and conditions</p>
2. Apply First Aid techniques	<p>2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness</p> <p>2.2 Use available <i>resources and equipment</i> to make the casualty as comfortable as possible</p> <p>2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner</p> <p>2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort</p> <p>2.5 Seek consent from casualty prior to applying first aid management</p> <p>2.6 Provide <i>first aid management</i> in accordance with <i>established first aid principles</i> and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements</p> <p>2.7 Seek first aid assistance from others in a timely manner and as appropriate</p> <p>2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures</p> <p>2.9 Use safe manual handling techniques as required</p> <p>2.10 Monitor <i>casualty's condition</i> and respond in accordance with effective first aid principles and procedures</p> <p>2.11 Finalise casualty management according to casualty's needs and first aid principles</p>



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

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	<p>1.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material. Identify hazards as part of work planning and work process</p> <p>1.2 Address identified hazards prior to starting work using judgement within defined scope of responsibilities</p> <p>1.3 Report residual risk according to organisation procedures</p> <p>1.4 Report incidents and injuries in line with organisation policies and procedures</p> <p>1.5 Undertake OHS housekeeping in work area</p> <p>1.6 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes</p>
2. Support others in working safely	<p>2.1 Share information on safe work practices and work procedures with members of the work group. Check the OHS practices of less experienced members of the workgroup</p> <p>2.2 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely</p> <p>2.3 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures</p>
3. Contribute to OHS participative processes	<p>3.1 Raise OHS issues in accordance with organisation procedures. Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety. Provide assistance to workgroup members to contribute to workplace safety</p> <p>3.2 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees</p>
4. Contribute to hazard identification, OHS risk assessment and risk control activities	<p>4.1 Report identified hazards and inadequacies in risk controls. Sources of stress are identified, issues raised and discussed with supervisor</p> <p>4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures</p> <p>4.3 Contribute to risk assessments</p> <p>4.4 Provide input to development and implementation of control measures, with reference to the hierarchy of control</p>



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 THE CONTROL OF INFECTION

Unit Descriptor

This unit describes the skills required to oversee the adherence to established infection control guidelines and duty of care throughout a particular work environment.

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 procedures 1.2 Maintain procedures for use of personal protective equipment when sorting and separating waste 1.3 Ensure waste <i>transport</i> procedures support workplace safety |
| 2. Ensure <i>equipment</i> 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 <i>sanitisation</i> of equipment and surfaces 2.2 Provide information on the correct procedure(s) for cleaning and sanitation of the workplace 2.3 Ensure appropriate recommended protective clothing is worn throughout the workplace 2.4 Ensure clear and accurate information on infection control guidelines is provided |
| 3. Ensure personal hygiene is maintained in the workplace | <ul style="list-style-type: none"> 3.1 Establish standards of personal presentation and hygiene in the workplace and ensure they are maintained 3.2 Establish clinical guidelines for hygiene and ensure they are maintained 3.3 Ensure appropriate and checked <i>protective clothing</i> is made available according to established guidelines and procedures 3.4 Ensure information is provided in the use of protective clothing |
| 4. Establish and monitor guidelines for hazard identification and control | <ul style="list-style-type: none"> 4.1 Review hazard/spillage response and documentation and assess need for further action/ improvement of practices 4.2 Ensure information is provided in hazard identification and control 4.3 Establish workplace policies and procedures in hazard identification and control and monitor to ensure their effectiveness 4.4 Monitor workplace to ensure hazards are managed in accordance with guidelines 4.5 Ensure hazard control procedures are carried out as necessary |



HLTAP401A CONFIRM PHYSICAL HEALTH STATUS

Unit Descriptor

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

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



HLTAP501A ANALYSE HEALTH INFORMATION

Unit Descriptor

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

ELEMENT

PERFORMANCE CRITERIA

1. Analyse health information	<ul style="list-style-type: none"> 1.1 Analyse client health information in relation to planning services and in line with organisation requirements 1.2 Recognise normal readings on the findings of available tests, observations and physical assessments that assist in determining health status 1.3 Use detailed knowledge to identify common pathophysiologies (or changing pathologies) through observation and analysis of associated available information 1.4 Identify the likely impact of specific interventions
2. Plan action(s) to address identified health status	<ul style="list-style-type: none"> 2.1 Apply detailed understanding of anatomy, physiology and pathophysiology of disease to take a problem solving approach to plan services to reflect identified health status and address needs 2.2 Consider and note implications of any contra-indications in relation to health assessment findings 2.3 Document action plan in accordance with organisation policies and procedures
3. Identify variations from normal physical health status	<ul style="list-style-type: none"> 3.1 Make informed decisions to implement the action plan based on in-depth knowledge of anatomy and physiology in relation to specific services provided 3.2 Provide services in accordance with the action plan, organisation policies and procedures and occupational health and safety requirements 3.3 Maintain current, complete, accurate and relevant records for each client contact 3.4 Monitor impact of services in line with job role and organisation policies and procedures



CHCORG28A REFLECT AND IMPROVE UPON PROFESSIONAL PRACTICE

Unit Descriptor

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

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



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



HLTNUT603A APPLY A NUTRITIONAL MEDICINE DIAGNOSTIC FRAMEWORK

Unit Descriptor

This unit of competency describes the skills and knowledge required to interpret information gathered in the health assessment and make and review an accurate diagnosis over the course of treatment, according to a nutritional medicine framework.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Analyse and interpret information received | <ul style="list-style-type: none"> 1.1 Correlate results of the health assessment with case history 1.2 Recognise and identify <i>signs and symptoms</i> of condition in the client as pre-requisites for treatment/care 1.3 Assess information and assign priorities in consultation with the client using a knowledge of nutritional principles 1.4 Gather, record and organise information in a way which can be interpreted readily by other professionals 1.5 Analyse and differentiate patterns by assessing signs and symptoms 1.6 Identify condition according to stage and related implications (eg acute/chronic) by applying <i>principles of diagnosis</i> 1.7 Use professional judgement to draw sound conclusions and prognosis from the data collected 1.8 Elicit diagnostic signs and symptoms in a thorough and objective manner to avoid premature conclusions 1.9 Systematically monitor client progress in order to confirm the initial diagnosis or clinical impression |
| 2. Critically evaluate the diagnosis | <ul style="list-style-type: none"> 2.1 Apply an ongoing critical evaluation of diagnosis 2.2 Select <i>appropriate diagnostic tools/methods</i> 2.3 Carry out a re-evaluation of the case when considered necessary 2.4 Combine history and clinical data to obtain a differential diagnosis, diagnosis and prognosis |
| 3. Inform the client | <ul style="list-style-type: none"> 3.1 Discuss the rationale of the diagnosis/prognosis with the client 3.2 Respond to client enquiries using language the client understands 3.3 Discuss referral and collaborative options with the client if necessary |



HLTNUT604A MANAGE WORK WITHIN A CLINICAL NUTRITIONAL FRAMEWORK

Unit Descriptor

This unit of competency describes the skills and knowledge required to manage the effective work practices of self and others within a nutritional medicine framework.

ELEMENT

PERFORMANCE CRITERIA

1. Communicate knowledge of <i>nutritional medicine philosophy, principles and practices</i>	1.1 <i>Effectively communicate</i> the methods of diagnosis and treatment practices on a one-to-one or group basis 1.2 Explain the central philosophies and historical developments 1.3 Integrate recent and new developments into client services
2. Demonstrate commitment to ethical work practices	2.1 Maintain confidentiality of client by storing and disposing of records according to clinic requirements 2.2 Periodically review work practices to ensure skills and practices are kept current 2.3 Show respect for staff and client rights 2.4 Adhere to legal, regulatory and clinic guidelines 2.5 Implement measures to ensure accountability for professional practices
3. Manage workplace relationships	3.1 Use effective communication and interpersonal skills to ensure all workplace interactions contribute to achievement of clinic objectives and promotion of the practice 3.2 Ensure workplace relations reflect consideration of the full range of individual and cultural differences 3.3 Deal with issues related to the wellbeing of work colleagues promptly and in accordance with clinic procedures 3.4 Handle potential and actual workplace conflicts to minimise disruption
4. Manage the achievement of quality standards	4.1 Establish and practise personal hygiene and infection control guidelines throughout the organisation 4.2 Undertake hazard control measures and reporting procedures according to clinic guidelines 4.3 Review individual and clinic performance against established standards



ELEMENT**PERFORMANCE CRITERIA**

5. Ensure ongoing development of self and team

- 5.1 Monitor own performance against workplans, clinic objectives and client needs
- 5.2 Seek out and access opportunities for formal and informal development of skills and knowledge
- 5.3 Monitor individual performances and ensure opportunities to develop and enhance team performance are accessed where appropriate
- 5.4 Provide effective coaching and mentoring to contribute to development of appropriate workplace knowledge, skills and attitudes



HLTNUT605A PERFORM NUTRITIONAL MEDICINE HEALTH ASSESSMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case, according to a nutritional medicine framework.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Determine the scope of the assessment and client needs | <ul style="list-style-type: none"> 1.1 Establish client's purpose for consultation and identify the symptoms experienced 1.2 Determine client's eligibility for service using clinic/personal policies 1.3 Explain services able to be provided and limits of available services 1.4 Explore and clarify client's expectation of the service/clinic 1.5 Identify <i>factors likely to have a negative impact on assessment</i> in consultation with the client and implement strategies to minimise the effects of these factors wherever possible 1.6 Define personal abilities, level of professional competence and parameters of role to the client 1.7 Refer client to <i>other health care providers</i> where their needs are identified as beyond the scope of the services able to be provided, or if in the opinion of the practitioner their needs are best met by doing so 1.8 Identify and promote legal rights of the client |
| 2. Obtain and record an accurate history of the client | <ul style="list-style-type: none"> 2.1 Seek <i>client history</i> from the client in a respectful way with all enquiries asked in a purposeful, systematic and diplomatic manner 2.2 Collect and record accurate, relevant and well organised information in a manner which can be interpreted readily by other professionals 2.3 Ensure information is treated and stored in a confidential manner |



ELEMENT**PERFORMANCE CRITERIA**

3. Manage the health assessment	<ul style="list-style-type: none">3.1 Obtain informed client consent prior to conducting tests in accordance with legislative requirements3.2 Investigate abnormal findings in a deliberate, logical and appropriate manner3.3 Assess the reliability of data obtained and establish, where possible, appropriate clinical correlation with client's presenting condition3.4 Use questions to clarify results and gain further information in a manner relevant to client needs and test results3.5 Determine need to carry out laboratory tests based on the integration of previously obtained clinical data and history3.6 Adhere to agency protocol required in ordering tests3.7 Allow adequate time during consultation to gather critical information3.8 Identify and minimise factors that may interfere with the information gathering process3.9 Identify, establish and maintain essential requirements for the maintenance of clinical and practitioner hygiene3.10 Anticipate any potential sensitivities of the client and adapt approach to take these into account, while ensuring the maintenance of client dignity
4. Make a comprehensive assessment of the client	<ul style="list-style-type: none">4.1 Observe and identify <i>signs of disease/condition</i> according to nutritional medicine framework4.2 Seek specific details of signs and symptoms of the presenting complaint/s or health conditions4.3 Employ other assessment techniques as appropriate4.4 Record, accurately, all information in a systematic manner in accordance with clinic guidelines

HLTNUT606A PLAN THE NUTRITIONAL TREATMENT STRATEGY

Unit Descriptor

This unit of competency describes the skills and knowledge required to prepare for treatment of clients and negotiate a treatment management plan with them using a nutritional medicine framework.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Determine treatment strategy | <ul style="list-style-type: none"> 1.1 Determine appropriate <i>therapeutic principles</i> for treatment according to the diagnosis of client and within own skills and competence 1.2 Ascertain <i>contraindications</i> and any possible complicating factors to treatment and modify treatment strategy according to nutritional medicine principles 1.3 Take into consideration <i>treatment</i> and advice provided by other health care professionals in determining the strategy to be used in treatment 1.4 Select treatment strategy which is appropriate to client condition and supported on the basis of established nutritional medicine practice 1.5 Take into consideration possible <i>client compliance</i> issues in specific treatment options |
| 2. Discuss the treatment strategy with the client | <ul style="list-style-type: none"> 2.1 Discuss proposed treatment strategy with the client 2.2 Allocate sufficient time to discuss the treatment strategy 2.3 Negotiate <i>client compliance</i> 2.4 Clarify <i>discrepancies</i> between the practitioner's and the client's perception of the condition 2.5 Communicate relevant information from medical or diagnostic reports, where appropriate 2.6 Explain any perceived risks to the client's condition and treatment 2.7 Clarify the <i>responsibilities of practitioner and client</i> within the treatment plan |



HLTNUT607A PROVIDE NUTRITIONAL MEDICINE TREATMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to administer client treatment according to a nutritional medicine framework.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|-----------------------------------|---|
| 1. Manage treatment | <ul style="list-style-type: none"> 1.1 Explain the factors which may interfere with the effectiveness of the treatment 1.2 Explain to the client the mode of administration and management of the treatment 1.3 Request the client to monitor reactions and contact practitioner as required 1.4 Ensure appropriate consent for treatment 1.5 Recognise and promptly respond if necessary to reactions to treatment (adverse or otherwise) 1.6 Clearly explain time, location and content of future sessions 1.7 Document recommendations 1.8 Provide treatment according to the treatment plan |
| 2. Apply therapeutic techniques | <ul style="list-style-type: none"> 2.1 Apply, recommend, dispense or prescribe <i>supplements or vitamins</i> 2.2 Provide <i>dietary modification recommendations and food therapy advice</i> 2.3 Deliver nutritional treatment according to regulations 2.4 Refer to or collaborate with other health care professionals as required |
| 3. Advise and resource the client | <ul style="list-style-type: none"> 3.1 Educate the client in relevant and practical dietary and nutritional information for promotion and maintenance of optimum health 3.2 Answer client queries with clarity and using appropriate language 3.3 Use appropriate interpersonal skills when explaining nutritional medicine treatment plans and recommendations to the client 3.4 Promote client independence and responsibility in treatment wherever possible 3.5 Provide counselling within a nutritional medicine framework when appropriate |
| 4. Review treatment | <ul style="list-style-type: none"> 4.1 Review progress with the client 4.2 Identify and record effects of previous treatment 4.3 Review previous nutritional medicine treatment plan 4.4 Evaluate the need for ongoing and/or additional treatment 4.5 Negotiate changes to the plan with the client to ensure optimal outcomes |



HLTNUT608A PROVIDE SPECIALISED NUTRITIONAL MEDICINE TREATMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to provide specialised nutritional medicine care for less common conditions/disease in accordance with the age, gender and mental health needs of the client.

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Manage the <i>specialised nutritional medicine treatment</i> | <ul style="list-style-type: none"> 1.1 Select the most appropriate treatment strategy using a knowledge of <i>nutritional medicine philosophy, principles and practices</i> 1.2 Take into account <i>factors which may interfere with the effectiveness of the treatment</i> 1.3 Take into account possible treatment reactions including contraindications 1.4 Consent for treatment is ensured 1.5 Recognise and promptly <i>respond to reactions</i> to treatment (adverse or otherwise) if necessary 1.6 Document assessments and recommendations 1.7 Provide treatment according to the specialised nutritional medicine treatment plan 1.8 Fully explain treatment to the client and respond to all enquiries 1.9 Use counselling skills as appropriate 1.10 Review the treatment plan and negotiate continuing care with the client |
| 2. Provide specialised nutritional medicine treatment for children and adolescents | <ul style="list-style-type: none"> 2.1 Obtain consent for treatment from the parent/caregiver/guardian 2.2 <i>Assess client health</i> according to standard guidelines relating to age 2.3 Develop a specialised nutritional medicine treatment plan according to findings 2.4 Implement the treatment plan |
| 3. Provide specialised nutritional medicine treatment for women | <ul style="list-style-type: none"> 3.1 Assess client health and welfare with special consideration given to conditions common to women 3.2 Conduct a physical examination with special regard to common conditions of women in various <i>life stages</i> and according to local and national regulations 3.3 Develop a specialised nutritional medicine treatment plan according to findings 3.4 Implement the treatment plan |



ELEMENT	PERFORMANCE CRITERIA
4. Provide specialised nutritional medicine treatment for men	4.1 Assess client health and welfare with special consideration to conditions common to men 4.2 Conduct physical examination with special regard to common conditions of men relating to age and according to local and national regulations 4.3 Develop a specialised nutritional medicine treatment plan according to findings 4.4 Implement the treatment plan
5. Provide specialised nutritional medicine geriatric care	5.1 Take client history with special consideration to client memory, cognitive ability and care requirements 5.2 Conduct a physical examination with special regard to common conditions of ageing and according to local and national regulations 5.3 Develop a specialised nutritional medicine treatment plan is developed according to findings 5.4 Implement the treatment plan
6. Provide specialised nutritional medicine mental health care	6.1 Take client history with special consideration to client mental health and care requirements 6.2 Develop a specialised nutritional medicine treatment plan according to findings 6.3 Implement the treatment plan
7. Provide specialised nutritional medicine in a palliative care setting	7.1 Take client history with special consideration to client health and care requirements 7.2 Develop a specialised nutritional medicine treatment plan according to findings 7.3 Implement the treatment plan

HLTNUT609A PREPARE AND DISPENSE NUTRITIONAL MEDICINE TREATMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to prepare and dispense dietary supplements according to a script prepared by a nutritional practitioner.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the medicine	<p>1.1 Identify and prepare <i>pharmaceutical ingredients and equipment</i></p> <p>1.2 Prepare medicine according to <i>nutritional and dietary supplement guidelines and methodology</i></p> <p>1.3 Prepare nutritional and dietary supplements <i>according to clinic guidelines</i></p> <p>1.4 <i>Take care</i> to prevent contamination of the nutritional and dietary supplements</p> <p>1.5 <i>Label</i> nutritional and dietary supplements and <i>store correctly</i></p>
2. Dispense the medicine	<p>2.1 Identify and prepare ingredients and equipment for dispensing</p> <p>2.2 Dispense the required nutritional and dietary supplements in the <i>form</i> and quantity stipulated by the prescription/order</p> <p>2.3 <i>Take care</i> to prevent contamination of or by the nutritional and dietary supplements</p> <p>2.4 <i>Label</i> the nutritional and dietary supplements <i>correctly</i></p> <p>2.5 Provide <i>instructions for taking the nutritional and dietary supplements</i> to the client.</p> <p>2.6 Identify and explain <i>factors that may have an effect on storage</i></p> <p>2.7 Dispense the nutritional and dietary supplements <i>according to clinic guidelines</i></p>
3. Control Stock	<p>3.1 Obtain required materials from <i>acceptable sources</i></p> <p>3.2 Keep the pharmacy well stocked <i>according to clinic guidelines</i></p> <p>3.3 Identify <i>factors that may have an effect on storage</i></p> <p>3.4 Store materials <i>according to clinic guidelines</i></p> <p>3.5 Maintain an alcohol register according to government regulations</p>
4. Complete documentation	<p>4.1 Record <i>information</i> according to clinic guidelines</p> <p>4.2 <i>Label materials correctly.</i></p>



HLTNUT610A PROVIDE BASIC DIETARY ADVICE

Unit Descriptor

This unit of competency describes the skills and knowledge required to provide basic advice on dietary modification according to established nutritional medicine principles and practice.

ELEMENT

PERFORMANCE CRITERIA

1. Identify appropriate dietary modifications	1.1	Identify <i>nutrient deficiencies</i>
	1.2	Determine the influence of <i>exogenous factors</i> on nutritional status
	1.3	Design <i>dietary modifications</i> appropriate for the client
	1.4	Address appropriate <i>cultural factors</i>
	1.5	Address appropriate lifestyle factors
	1.6	Justify proposed dietary modifications
2. Negotiate dietary change with client	2.1	Communicate proposed dietary changes to client
	2.2	Explain reasons for dietary modification
	2.3	Obtain feedback from client regarding proposed dietary changes
	2.4	Implement dietary changes in a manner acceptable to the client



HLTNAT601B PROVIDE NATUROPATHIC TREATMENT

Unit Descriptor

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

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



HLTNAT603B PROVIDE NATUROPATHIC NUTRITIONAL TREATMENT

Unit Descriptor

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

ELEMENT

PERFORMANCE CRITERIA

- | | |
|-----------------------------------|--|
| 1. Manage treatment | <ul style="list-style-type: none"> 1.1 Identify and explain <i>factors which may interfere with the effectiveness of the treatment</i> 1.2 Explain the use of <i>dietary modification</i> and management of the treatment to the client 1.3 Request client to monitor reactions and contact practitioner as required 1.4 Ensure <i>consent for treatment</i> and identify <i>contra-indications</i> for treatment 1.5 Recognise reactions to treatment (adverse or otherwise) and <i>promptly responded</i> to if necessary 1.6 Explain time, location and purpose of future sessions clearly to the client 1.7 Document recommendations 1.8 Provide treatment according to the treatment plan |
| 2. Apply therapeutic techniques | <ul style="list-style-type: none"> 2.1 Determine the appropriateness of dietary modification and/or <i>nutritional supplementation</i> 2.2 Identify and manage the treatment of food allergies/food sensitivities 2.3 Evaluate the influence of <i>environmental and other factors</i> on nutritional status 2.4 Take care to evaluate <i>cultural barriers</i> to dietary modification and/or supplement prescription 2.5 Deliver treatment according to <i>regulations</i> 2.6 Refer to or collaborate with other health care professionals as required |
| 3. Advise and resource the client | <ul style="list-style-type: none"> 3.1 Educate client in <i>relevant and practical techniques for promotion and maintenance of optimum health</i>, which include dietary/<i>lifestyle modification</i> 3.2 Answer client queries with clarity, using appropriate language 3.3 Use appropriate interpersonal skills when explaining treatment plans and recommendations to the client 3.4 Promote client independence and responsibility in treatment wherever possible 3.5 Provide dietary advice within a nutritional framework is appropriate |



ELEMENT**PERFORMANCE CRITERIA**

4. Review treatment

- 4.1 Review progress with the client
- 4.2 Identify and record effects of previous treatment
- 4.3 Review previous treatment plan
- 4.4 Evaluate need for ongoing and/or additional treatment
- 4.5 Negotiate changes to the plan with the client to ensure optimal outcomes



HLTNAT605B PLAN NATUROPATHIC TREATMENT STRATEGY

Unit Descriptor

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

ELEMENT

PERFORMANCE CRITERIA

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|---|--|
| 1. Determine treatment strategy | <ul style="list-style-type: none"> 1.1 Determine appropriate therapeutic principles of treatment according to diagnosis of client and within the skills of competence of the practitioner 1.2 Ascertain <i>contraindications to treatment and possible complicating factors</i> and modify treatment strategy used according to naturopathic principles 1.3 Take into consideration treatment and advice provided by other health care professionals in determining the strategy to be used in treatment 1.4 Select treatment strategy appropriate to the client's condition and supported on the basis of established naturopathic practice 1.5 Take into account possible <i>client compliance</i> issues in specific treatment options |
| 2. Discuss the treatment strategy with the client | <ul style="list-style-type: none"> 2.1 Discuss the proposed treatment strategy with the client 2.2 Allocate sufficient time to discuss the treatment strategy, appropriate to the client's needs 2.3 Negotiate client compliance 2.4 Clarify <i>discrepancies</i> between the practitioner's and the client's perception of the condition 2.5 Communicate any relevant information from medical or diagnostic reports where appropriate 2.6 Explain any perceived risks of the client's condition and treatment 2.7 Clarify <i>responsibilities of practitioner and client</i> within the treatment plan 2.8 Negotiate management of selected treatment in relation to any other current therapies 2.9 Discuss <i>treatment evaluation strategies</i> |



HLTNAT606B PERFORM NATUROPATHIC HEALTH ASSESSMENT

Unit Descriptor

This unit of competency describes the skills and knowledge required to observe the condition of the client and gather information relevant to the case, according to a naturopathic framework.

ELEMENT

PERFORMANCE CRITERIA

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|---|--|
| 1. Determine the scope of the assessment and the client's needs | <ul style="list-style-type: none"> 1.1 Establish client's purpose for consultation and identify symptoms experienced 1.2 Determine client's eligibility for service using clinic/personal policies 1.3 Explain services able to be provided and limits of available services clearly. 1.4 Explore and clarify client's expectation of the service/clinic 1.5 Identify <i>factors likely to have a negative impact on assessment</i> in consultation with the client and implement strategies to minimise the effects of these factors wherever possible 1.6 Define personal abilities, level of professional competence and parameters of role to the client and ensure they determine practice at all times 1.7 Refer clients are referred to <i>other health care providers</i> where their needs 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 clients are best met by doing so 1.8 Identify and promote legal rights of the client are identified and promoted |
| 2. Obtain and record an accurate history of the client | <ul style="list-style-type: none"> 2.1 Seek information required from the client for the <i>client's history</i> is sought in a respectful way with all enquiries asked in a purposeful, systematic and diplomatic manner 2.2 Collect and record accurate, relevant and well organised information in a form which can be interpreted readily by other professionals 2.3 Treat information as confidential and store securely |



ELEMENT**PERFORMANCE CRITERIA**

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|--|---|
| 3. Manage the health assessment | 3.1 Obtain informed client consent prior to conducting tests in accordance with legislative requirements |
| | 3.2 Pursue and investigate abnormal findings in a deliberate, logical and appropriate manner |
| | 3.3 Assess reliability of data obtained and establish appropriate clinical correlation with the client's complaints where possible |
| | 3.4 Use questions to clarify results and gain further information in a manner relevant to the client's needs and test results |
| | 3.5 Base any decision to carry out laboratory tests on the integration of previously obtained clinical data and history |
| | 3.6 Adhere to the protocol required by the agency in ordering tests |
| | 3.7 Allow adequate time during consultation to gather critical information |
| | 3.8 Identify and minimise factors that may interfere with the information gathering process |
| | 3.9 Identify, establish and routinely observe essential requirements for the maintenance of clinical and practitioner hygiene |
| | 3.10 Anticipate potential <i>sensitivities</i> of the client, adapt approach accordingly to take these into account and take steps to ensure the client's dignity are maintained at all times |
| 4. Make a comprehensive assessment of the client | 4.1 Identify signs of disease/condition and further observations according to naturopathic framework |
| | 4.2 Elicit specific details of signs and symptoms of the presenting complaint/s |
| | 4.3 Use <i>other appropriate assessment</i> techniques |
| | 4.4 Accurately record all information in a systematic manner in accordance with clinic guidelines |
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