



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP303C Contribute to population health project planning

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit is concerned with making a contribution to planning a population health project

The contribution focuses on working from an existing project plan to develop the detail such as a timetable for implementing strategies, evaluation and budget

Application of the Unit

Application

This unit applies to work in a public health context and must be applied in compliance with relevant legislation and regulations

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Identify project plan

1.1 From existing plan, identify *goals*, objectives and *strategies* to be implemented

2. Plan implementation of strategies

2.1 Identify project strategies from project plan

2.2 Identify tasks to be undertaken to implement strategies in consultation with *relevant personnel*

2.3 Timetable tasks to be undertaken to implement strategies in consultation with relevant personnel

2.4 Source resources required to implement strategy

2.5 Cost tasks to be undertaken

ELEMENT**PERFORMANCE CRITERIA****3. Plan implementation of evaluation tasks**

- 3.1 Identify project evaluation measures from the project plan
- 3.2 Identify, in consultation with relevant personnel, tasks to be undertaken to collect data using the identified evaluation measures
- 3.3 Timetable, in consultation with relevant personnel, tasks to be undertaken to collect data using the identified evaluation measures
- 3.4 Source resources required to collect data using measures identified
- 3.5 Cost tasks to be undertaken

4. Present planning information

- 4.1 Select appropriate methods of presenting planning information on the basis of planner needs
- 4.2 Ensure presentation is logical and assertions are supported by references to relevant data and information

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Equity issues in population health
- Evidence-based practice
- National, State and local health policies, goals, targets and priorities
- Overview of the stages in population health project planning
- Project planning
- Quality assurance
- Relevant international charters/declarations and documents (e.g. Alma Ata, Ottawa Charter, Jakarta Declaration, The Solid Facts by WHO)
- Social change and advocacy processes
- Theory and practice of population health including health promotion, health protection and prevention of communicable and non communicable diseases

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Analyse, judge and incorporate feedback where required
- Apply effective communication and interpersonal skills including:
 - high level written or verbal communication
 - negotiation and liaison
 - consultation
 - conflict resolution and mediation
- Apply analytical thinking, problem solving and critical appraisal

REQUIRED SKILLS AND KNOWLEDGE

- Develop and implement a process that ensures consultation with key stakeholders throughout the planning process
- Engage and work collaboratively and/or in partnership
- Facilitate and contribute effectively to meetings, forums and other networks
- Pay attention to equity
- Undertake work planning and management
- Work as part of a multi-disciplinary team and/or autonomously

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistent satisfactory performance of all elements of this unit must be demonstrated

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit may be assessed in the workplace or in a simulated workplace under normal conditions
- The unit may be assessed in the classroom
- Access to:
 - a range of government and non government policy documents and reports and statistics
 - journals, books and external expertise
 - network of stakeholders
 - organisation policies and procedures

Method of assessment

- Observation of performance
- Written tasks
- Interviewing and questioning
- Formal appraisal systems
- Staff client feedback
- Portfolio/CV
- Supporting statement of supervisors
- Evidence of relevant work experience/formal or informal learning
- Case studies and scenarios as a basis for the discussion of issues in population health project planning
- Project, exercise or investigation with relaxed time restraints requiring a significant part of the work to be carried out without close supervision and requiring the completion of a project report

Related units:

This unit should be undertaken and assessed in conjunction with the following units:

- HLTPOP302C Contribute to working with the community to identify health needs
- HLTPOP304C Contribute to evaluating a population health project

It is recommended that this be undertaken in conjunction with *PSPPM402B Manage simple projects* to obtain a more holistic view of program planning, management and evaluation process

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Population health projects may vary considerably in scope and content:

- Population health projects may be developed in any population health field including:
 - health promotion
 - environment health
 - communicable diseases
 - health risk management and assessment
- Population health projects may be developed at any level including:
 - local
 - regional
 - state
 - national
- Population health projects may be developed for any population including:
 - general Australian population
 - any subgroups within that population identified based on age, sex, ethnicity, sexual identity, geographical location, physical environment, lifestyle choices, socio economic status, disability, health status etc.
 - any community defined as collective group of people identified by common values and mutual concern for the development and well-being of their group or geographical area
 - any setting/organisation whose practices influence health behaviour (e.g. clinical services, general practice, school, workplaces, etc.)
- Population health projects can target individuals, groups or organisations
- Population health projects may relate to different health determinants (e.g. biological, economic, behavioural, social, etc.)

Communities or target populations in population health:

- The community or population may vary considerably in character, size, needs and capacity to access information and services

RANGE STATEMENT

Sources of information for planning may include:

- Literature from population health and related disciplines such as published book, peer-reviewed papers (especially systematic reviews) and reports
- Literature outlining marketing and behaviour change strategies specific to the target population
- Demographic data and information
- Socio-economic data and information
- Data and information from health research and health studies
- Expert informants
- Key representatives of the target population
- National, State and local health policy documents and implementation guidelines

Planning models include:

- PRECEDE-PROCEED
- Model of rational planning (McCarthy)
- Hawe, Degeling and Hall's Program Planning Model

Goal(s) refer/s to:

- What the project aims to ultimately achieve

Objectives refer to:

- What the project needs to attain to achieve project goals

Strategy refers to:

- A plan of action to achieve a project goal

Relevant personnel for consultation may include:

- Individuals who have undertaken similar work or worked with a similar target population
- Individuals who control access to any of the factors that may influence delivery of the project strategies (e.g. stakeholders, target population, etc.)
- Individuals who may potentially provide resources

Unit Sector(s)

Not Applicable