



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP503C Plan a population health project

Release: 1

HLTPOP503C Plan a population health project

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit is concerned with planning the specifics of a population health project

It covers the process of selecting an appropriate health issue, selecting specific intervention strategies, tailoring strategies to appropriate groups, developing goals(s) and objectives, defining ways of measuring these, identifying required and available resources, identifying appropriate stake holders, communicating with them and managing the project

Application of the Unit

Application

This unit applies to work in a public health context

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. Develop a process for overseeing plan development | 1.1 Establish an advisory group representing <i>stakeholders</i> |
| | 1.2 Timetable advisory group feedback on each stage of the planning process |
| | 1.3 Incorporate feedback where appropriate |
| 2. Confirm appropriateness of health issue that is being planned for | 2.1 Identify burden of illness related to the health issue |
| | 2.2 Determine appropriateness of health issues being planned for on the basis of the way it fits with relevant policies and guidelines |
| | 2.3 Identify current related activities in relation to the issue |

ELEMENT**PERFORMANCE CRITERIA**

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|--|---|
| 3. Select appropriate <i>strategies</i> to achieve <i>goal(s)/objectives</i> | 3.1 Clearly identify program goal(s) and objectives
3.2 Identify strategies most likely to fulfil project goal(s) and objectives on the basis of available literature and suitability, effectiveness, reach and acceptability to stakeholders and target group
3.3 Ensure strategy activities are logically sequenced and are consistent with time frame and resources available |
| 4. Plan evaluation | 4.1 Select an evaluation design that is appropriate to the goal and objectives and resources available
4.2 Identify measures of project goal and objectives and develop protocols for their collection
4.3 Identify methods of monitoring and recording aspects of strategy implementation such as reach/exposure, acceptability/satisfaction and quality of materials
4.4 Outline proposed evaluation report purpose, format and content on the basis of consultation with stakeholders |
| 5. Plan project budget | 5.1 Identify costs of implementing strategy and evaluation and monitoring
5.2 Investigate and assess sources of project funding
5.3 Identify sources of personnel to meet the human resource requirements, taking into consideration their skills and knowledge base
5.4 Identify sources of non-human resources such as meeting rooms, information resources and training materials |

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 6. Ensure resources required are prepared/ready for use | 6.1 Develop or source resources for strategy implementation (e.g. protocols, training packages, written materials) and test to ensure acceptability and suitability to the needs of the target group |
| | 6.2 Brief staff or individuals involved in the project on the programme rationale, procedures and the role they will play and ensuring they develop the skills required for the fulfilment of that role |
| | |
| 7. Develop a dissemination plan | 7.1 Develop a plan for documenting and disseminating results to relevant stakeholders |

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
- 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

REQUIRED SKILLS AND KNOWLEDGE

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 analytical thinking, problem solving and critical appraisal
- Apply effective communication and interpersonal skills including:
 - high level written or verbal
 - negotiation and liaison
 - consultation
 - conflict resolution and mediation
- Apply budgeting skills
- Apply evaluation design skills
- Apply monitoring skills
- Demonstrate effective goal and objective writing
- 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.

EVIDENCE GUIDE

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

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
 - documents and other materials (charters, declarations, discussion papers, etc.) from international conferences on population health
 - a range of government and non government policy documents and reports and statistics
 - organisation policies and procedures

EVIDENCE GUIDE

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:

- HLTPOP502C Work with the community to identify health needs
- HLTPOP504C Evaluate a population health project

It is recommended that this unit is undertaken in conjunction with the following unit to obtain a more holistic view of program planning, management and evaluation processes:

- PSPPM402B Manage simple projects

Range Statement

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/organization whose practices influence health behaviour (e.g. clinical services, general practice, schools, workplaces, etc.)
- Population health projects can target individuals, groups or organizations
- Population health projects may vary in duration and intensity
- 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

Stakeholders may include:

- Representatives of relevant health agencies operating in the local community
- Community advocates or change agents
- Representatives/leaders of the target population
- Population health professionals/Supervisors
- Federal, state or local health service and population health planners
- Federal, state or local health service providers
- Other health and/or non-government organisations

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 goal(s)

Strategy refers to:

- A plan of action to achieve a project goal

RANGE STATEMENT

Appropriate strategies should take into account:

- Current Australian trends in health inequalities
- Current evidence relating to health and its social determinants
- Socioeconomic variables, and measures of health inequality at an area and individual level

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