Australian Government

Department of Education, Employment and Workplace Relations

CHCPROM401B Share health information

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

CHCPROM401B Share health information

Modification History

Not Applicable

Unit Descriptor

Descriptor   This unit describes the knowledge and skills
                                        required to share health information in a community
                                        health context

Application of the Unit

Application   This unit may apply in a range of community
                                        service contexts

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 *health information* requirements	1.1 Obtain information from *key people* about community health needs
	1.2 Hold discussions with key people
	1.3 Assess and *document* levels of health information in the community according to organisation guidelines
	1.4 Identify and list gaps in available information
	1.5 Determine and prioritise community health information needs
2. Develop health information in an appropriate context	2.1 Negotiate with key people to determine location, time and place for sharing health information
	2.2 Prepare and assemble *resources* in consultation with key people
	2.3 Develop information using techniques appropriate to the target audience

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ELEMENT	**PERFORMANCE CRITERIA**
3. Implement sharing of health information	3.1 Deliver health information in a clear and concise manner
	3.2 Deliver health information in a place that is negotiated with the target audience
	3.3 *Obtain feedback* from the audience to determine whether information is correctly received
4. Evaluate presentation of health information	4.1 Review progress and/or outcome against community needs, in consultation with key people
	4.2 Provide key people with suggestions to improve the methodology of sharing health information
	4.3 Implement changes to methodology in consultation with key people as required

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

These include knowledge of:

- Local community health plans
- Organisation policies and guidelines
- Community/sector networks
- Collection and interpretation of health data
- Processes related to health promotion
- Factors underlying community development processes
- Evaluation models

Essential skills:

The candidate must be able 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

These include the ability to:

- Undertake community research
- Record health data
- Demonstrate application of skills including:
  - cross cultural communication skills
  - interpersonal communication skills
  - interpreting data
  - decision-making
  - using community profiles
  - effective use of relevant information technology in line with occupational health and safety (OHS) guidelines

REQUIRED SKILLS AND KNOWLEDGE

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 unit of competency:	• The individual being assessed must provide evidence of specified essential knowledge as well as skills • This unit will be most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
Access and equity considerations:	• All workers in community services should be aware of access, equity and human rights 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 issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on 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 Aboriginal and/or Torres Strait Islander clients and communities

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EVIDENCE GUIDE

Context of and specific resources for assessment:	• This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
	• Resources required for assessment of this unit include access to:
	• an appropriate workplace where assessment can take place or practice laboratory
	• relevant organisation policy, protocols and procedures
	• emergency response procedures and employee support arrangements
Method of assessment:	• In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
	• Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
	• Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

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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.

Organisations may include:	• Local/regional organisations:
	     • community health centres
	     • local hospital
	     • other community service organisations
	     • local council
	 • National organisations:
	     • Australian bureau of statistics
	     • health and welfare institute
	     • other state/territory and federal government organisations
	 • International organisations:
	     • World Health Organisation
	     • UNESCO
	 • Health professional representative bodies:
	     • CRANA
	     • Division of General Practitioners
	     • Aboriginal Health Workers Associations

RANGE STATEMENT

Health information maybe available from:

- Organisations providing services and information:
    - local hospitals
    - public health units
    - epidemiology unit
- Community members
- Community health workers
- Representatives from funding bodies
- Community health centres:
    - screening programs
    - recall systems
    - work diaries
    - documents, records and statistics

Key people may include:

- Community members
- Community leaders
- Council members
- Family
- Community workers

Types of information may include:

- Organisation data
- Quantitative and qualitative data
- Research data
- Personal communications and opinions
- Other relevant documents regarding community health issues
- Relevant records, correspondence and reports

RANGE STATEMENT

Appropriate systems and formats for compiling information may include:	• Incident reporting and documentation
	• Questionnaires
	• Specified formats for preparing reports
	• Accessing databases
	• Noting information on records systems
	• Advising appropriate people of the information gathered
	• Pictorial:
	   • graphs
	   • posters
	   • photographs

Document information and feedback may be:	• Verbal (English and/or first language) • Written • Pictorial • Videos • Computer files

Resources may include:	• Other health workers
	• Brochures
	• Displays
	• Community health stories
	• Videos
	• Audio tapes
	• CDs
	• Computerised information:
	   • databases
	   • websites
	• Library

RANGE STATEMENT

Obtain feedback may include:

- Written:
    - report
    - computer
- Pictorial display of information:
    - poster
- Verbal:
    - discussion
    - personal interviews

Unit Sector(s)

Not Applicable

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