



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTAHW520B Coordinate community health research**

**Release: 1**

## **HLTAHW520B Coordinate community health research**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit describes the competencies required to coordinate research projects, incorporating information that may be gathered by the researcher or by other workers in the community

### **Application of the Unit**

#### **Application**

This unit is intended to address skills and knowledge required by those coordinating the compilation of health related information about Aboriginal and/or Torres Strait Islander communities

### **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

1. Determine ownership of research material

### PERFORMANCE CRITERIA

- 1.1 Identify and record the purpose and scope of researching community health needs
- 1.2 Consult key people to clarify the purpose and outcome of the research
- 1.3 Obtain permission from the community to undertake the research
- 1.4 Review and note funding policy and/or organisational guidelines regarding ownership
- 1.5 Negotiate ownership of research data and documents as required
- 1.6 Acknowledge ownership on documents, as required by funding, policy and/or organisational guidelines

ELEMENT	PERFORMANCE CRITERIA
2. Clarify <i>research methodology</i> using community processes	<ul style="list-style-type: none"><li>2.1 Identify and discuss with community representatives any requirements relating to research outcomes</li><li>2.2 Identify <i>key people</i> and processes for effective community consultation in line with participatory action research principles</li><li>2.3 Identify and develop required information-gathering tools</li><li>2.4 Incorporate evaluation processes throughout research/consultation processes</li><li>2.5 Ensure methodology maintains community and individual confidentiality</li></ul>
3. Carry out research	<ul style="list-style-type: none"><li>3.1 Develop and implement <i>action plans</i> in line with agreed research methodology</li><li>3.2 Record information gathered in line with organisation and community guidelines</li><li>3.3 Analyse information in accordance with scope and purpose of research</li><li>3.4 Evaluate research methodology in consultation with key people</li></ul>
4. Finalise research	<ul style="list-style-type: none"><li>4.1 Identify recommendations for action in line with community and organisation requirements</li><li>4.2 Complete <i>report</i> and discuss findings with community representatives</li><li>4.3 Refer report to agencies and stakeholders impacted by recommendations</li><li>4.4 Liaise with agencies to facilitate understanding and action in relation to report findings</li></ul>

## 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:

- Relevant policies, protocols and procedures of the organisation
- Available local resources, including relevant equipment and technology
- Sources of information
- Research techniques and processes, including Small group facilitation
- Community development principles
- Research ethics - community ownership of data

#### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Plan, conduct and coordinate all aspects of research in relation to the provision of health services for Aboriginal and/or Torres Strait Islander individuals and communities
- Consult appropriately with the community about the purpose, methodology and outcomes of the research and ensure mechanisms are in place to address community issues and confidentiality

In addition, 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

This includes the ability to:

- Manage time effectively
- Use oral and written reporting skills
- Network and negotiate
- Communicate effectively orally and in writing

## REQUIRED SKILLS AND KNOWLEDGE

- Apply research methodologies
- Analyse and present information clearly
- Write and present reports and submissions
- Evaluate research processes and findings
- Conduct meetings or other group forums

## 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 of assessment:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

## EVIDENCE GUIDE

### *Conditions of assessment:*

This unit includes skills and knowledge specific to Aboriginal and/or Torres Strait Islander culture

Assessment must therefore be undertaken by a workplace assessor who has expertise in the unit of competency or who has the current qualification being assessed and who is:

- Aboriginal or Torres Strait Islander him/herself

or:

- accompanied and advised by an Aboriginal or Torres Strait Islander person who is a recognised member of the community with experience in primary health care

### *Context of assessment:*

Competence should be demonstrated working individually, under supervision or as part of a primary health care team working with Aboriginal and/or Torres Strait Islander clients

Assessment should replicate workplace conditions as far as possible

### *Related units:*

This unit may be assessed independently or in conjunction with other units with associated workplace application

## 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.

#### *Cultural respect*

This competency standard supports the recognition, protection and continued advancement of the inherent rights, cultures and traditions of Aboriginal and Torres Strait Islander peoples

It recognises that the improvement of the health status of Aboriginal and Torres Strait Islander people must include attention to physical, spiritual, cultural, emotional and social well being, community capacity and governance

Its application must be culturally sensitive and supportive of traditional healing and health, knowledge and practices

#### *Community control*

Community participation and control in decision-making is essential to all aspects of health work, and the role of the health worker is to support the community in this process



## RANGE STATEMENT

### *Supervision*

Supervision must be conducted in accordance with prevailing state/territory and organisation legislative and regulatory requirements

References to supervision may include either direct or indirect supervision of work by more experienced workers, supervisors, managers or other health professionals

A person at this level should **only** be required to make decisions about clients within the organisation's standard treatment protocols and associated guidelines

### *Legislative requirements*

Federal, state or territory legislation may impact on workers' practices and responsibilities. Implementation of the competency standards should reflect the legislative framework in which a health worker operates. It is recognised that this may sometimes reduce the application of the Range of Variables in practice. However, assessment in the workplace or through simulation should address all essential skills and knowledge across the Range of Variables

Aboriginal and/or Torres Strait Islander health workers may be required to operate in situations that do not constitute 'usual practice' due to lack of resources, remote locations and community needs. As a result, they may need to possess more competencies than described by 'usual practice circumstances'

Under all circumstances, the employer must enable the worker to function within the prevailing legislative framework

### *Community processes mean:*

- In consultation with and involving people identified in the community and using methodology approved by the community

## RANGE STATEMENT

### *Key people may include:*

- Those within and external to the organisation and community
- Community leaders and representatives
- Agency/service representatives
- People with an interest in the outcomes of the research
- Other organisations.

### *Information may include:*

- Community characteristics
- Research data from a range of sources
- Views and opinions
- Statistics
- Other relevant documents regarding community health issues
- Relevant records, correspondence and reports

### *Research methodology may include:*

- Gathering and collection of written and spoken information
- Consultation processes involving individuals, community and group settings
- Recording and reporting and data
- Procedures to ensure and demonstrate accountability and validity
- Qualitative and/or quantitative measurements
- Use of sound recording, photography, video and/or film

### *Action plans may include:*

- Agreed research techniques to be used
- Consultation processes
- A timeframe for completion of the research
- Methods of ensuring feedback to the community
- Details about who will gather the information
- Reporting guidelines

**RANGE STATEMENT**

*Reports may be:*

- Written or verbal as required by workplace requirements
- In an appropriate format, as determined by the purpose or audience of the research

**Unit Sector(s)**

Not Applicable