



Australian Government

Department of Education, Employment and Workplace Relations

HLTNA301D Provide assistance to nutrition and dietetic services

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTNA301C Provide assistance to nutrition and dietetic services	HLTNA301D Provide assistance to nutrition and dietetic services	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to facilitate the provision of appropriate foods to clients receiving diet therapy or nutrition care under the direction and supervision of a dietitian

Application of the Unit

Application

Work performed requires a range of well developed skills where some discretion and judgement is required

Individuals will take responsibility for their own outputs and may participate in work teams

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. Assist client with meal selection

1.1 *Record* and act on *client food preferences* according to organisation procedures

1.2 Provide guidance to client, to ensure that meal choices are consistent with the care plan developed by a dietitian or other relevant health professional eg. speech pathologist

1.3 Consider cultural appropriateness of meals provided

1.4 Assist client with marking menus, placing of meal orders and/or selection of meal, if required

1.5 Provide feedback on consistently poor client meal choices to the dietitian

ELEMENT**PERFORMANCE CRITERIA**

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|---|---|
| 2. Prepare and deliver nutrition support services | 2.1 Follow infection control policy and procedures |
| | 2.2 Prepare nutrition support services according to food safety program |
| | 2.3 Prepare nutrition support services according to instructions from a dietitian or appropriate health professional who has consulted with a dietitian |
| | 2.4 Identify and report processes and practices that are not consistent with the food safety program |
| | 2.5 Take corrective action according to the food safety program and within level of responsibility |
| | 2.6 Supply or deliver nutrition support information or items according to organisation procedures |
| | 2.7 Discard out of date nutrition support items and/or out-dated nutrition support information |
| | 2.8 Report any significant wastage to the appropriate personnel (where appropriate) |
| | 2.9 Maintain the workplace in a clean and tidy order to meet workplace standards |
| | |
| 3. Comply with personal hygiene standards | 3.1 Comply with personal hygiene requirements of the food safety program |
| | 3.2 Report health conditions and/or illness according to the food safety program |
| | 3.3 Wear clothing and footwear appropriate for food handling tasks and according to the food safety plan |

ELEMENT**PERFORMANCE CRITERIA**

4. Support the client with acceptance of nutrition care plan
- 4.1 Report the *acceptability, tolerance and consumption of meals* by the client/ to the dietitian or relevant health professional
 - 4.2 Report identified *problems which may lead to poor acceptance and/or tolerance* of the nutrition care plan by client to the dietitian (directly or via other relevant health professional)
 - 4.3 Provide information regarding nutrition care plan to client when appropriate and as directed by dietitian or relevant health professional
 - 4.4 Provide feedback about changes to food preferences and nutrition care to catering/food services and to dietitians
5. Identify factors that place client at nutritional risk
- 5.1 Report problems which may effect the client's *ability to eat or drink* to the dietitian and/or other relevant health professional, according to organisation policies and procedures
 - 5.2 Document and report client food intake to the appropriate person, according to organisation policies and procedures
 - 5.3 Report clients identified through nutrition screening to be at nutritional risk to the dietitian or other appropriate health professional
 - 5.4 Take *appropriate action according to the direction of the supervising dietitian* or other appropriate health professional
 - 5.5 Provide relevant feedback about changes to nutrition support requirements to catering/food services
6. Undertake nutrition monitoring
- 6.1 *Monitor the nutrition status of clients* using standard/validated tools and nutritional indicators
 - 6.2 Follow systems designed by a dietitian to monitor client nutritional status
 - 6.3 Report the progress of client nutritional status to the dietitian, and/or other health professional according to standard protocols and timeframes

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:

- Basic knowledge of food
- Basic knowledge of food preparation and food service systems
- Basic knowledge of hydration needs
- Basic knowledge of oral nutrition support products and enteral feeds
- Basic principles of nutrition, diet therapy, nutrition supplements and factors that place clients at risk of malnutrition and inadequate hydration
- Broad understanding of dietary requirements for good health through the life cycle
- Common fluid and food restrictions
- Infection control policies and procedures relevant to food service provision
- Work health and safety (WHS) work practices relevant to the specific workplace and in accordance with relevant food service provision
- Range of menus and menu items, relevant to the specific workplace
- Requirements of different types of menus
- Various cultural requirements in relation to food, relevant to the profile of the community served by the organisation

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Accurately record data associated with nutrition care plans and report information to supervising dietitian or other appropriate health professional
- Communicate constructively with clients and other staff to ensure best service
- Comply with safe food handling, hygiene practices and infection control procedures
- Facilitate the provision of appropriate foods to the client group

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:

- Demonstrate basic computer operations
- Demonstrate information processing (computer and/or manual)
- Demonstrate safe food handling practices
- Demonstrate safe handling of equipment
- Plan and evaluate meals and menus of individuals
- Use literacy, and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility
- Use numeracy skills that may range from the ability to complete basic arithmetic calculations to the collating and recording of numbers, dietary information (e.g. percentage weight changes and BMIs)

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
- Consistency of performance should be demonstrated over the required range of workplace situations

Concurrent assessment and relationship with other competency units:

This competency unit can be assessed independently, however it may be assessed in conjunction with:

- HLTNA303B Plan and/or modify menus according to special dietary needs
- HLTNA304B Plan meals and menus to meet cultural and religious needs.

- Context of and specific resources for assessment:*
- Assessment should replicate workplace conditions as far as possible
 - Simulations may be used to represent workplace conditions as closely as possible
 - A diversity of assessment tasks is essential for holistic assessment
 - Resources essential for assessment include:
 - Food safety and HACCP procedure manuals
 - Food packaging and storage requirements
 - WHS, cultural diversity and other relevant legislation
 - Work plans
 - Menu processing policy and procedures
 - Procedures for preparation of nutrition support items
 - Other relevant dietary policies and procedures
 - Enterprise policy, mission statements, procedures and performance management systems
- Method of assessment may include:*
- Observation of performance in food preparation
 - Written assignments/projects
 - Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.
 - Questioning
- 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

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.

Recording client food preferences and acting upon this information may include:

- Utilising appropriate manual or computerised record keeping systems such as client diet history profiles, diet cards, diet outlines and making appropriate changes to the client nutrition plan as directed by a dietitian
- Information may be also received from other appropriate health professionals requesting alternative menu items from food services

Nutrition support may include:

- High energy oral nutrition supplements
- Infant formulas
- Thickened fluids
- Tube feeds / enteral formula

Monitoring for acceptability and consumption may include:

- Plate wastage checks
- Discussion with the client regarding acceptability
- Checking food intake documentation

Problems which may lead to poor acceptance or tolerance of the nutrition care plan may include:

- Changing food preferences
- Lack of understanding of the reasons for the plan
- Effects of medical condition ie nausea, constipation
- Effects of treatment, ie effects of drugs, chemotherapy/radiotherapy
- Frailty. age and/or disability
- Appetite

Client problems which may affect ability to eat and/or feed oneself may include:

- Aspects of physical and mental condition such as:
 - arthritis
 - broken bones
 - confusion
 - pain
 - poor dentition
 - pressure sores
 - recovery from stroke
 - swallowing problems

Appropriate action taken following consultation with supervising dietitian or other appropriate health professional may include:

- Organising texture modified meals
- Arranging appropriate high protein and/or high energy oral nutrition supplements
- Requisitioning of appropriate feeding aids
- Implementation of nutrition monitoring processes

Monitoring of client nutrition status may include:

- Calculation of client's body mass index (BMI)
- Calculation of healthy weight ranges
- Collection of client's height and weight
- Communication of changes in nutritional status to nursing staff, dietitian or other relevant health professionals
- Where appropriate, plotting of client's weight and BMI onto relevant growth charts or weight monitoring charts

Unit Sector(s)

Not Applicable