



**Australian Government**

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

# **HLTNA303C Plan and modify meals and menus according to nutrition care plans**

**Release: 1**

## **HLTNA303C Plan and modify meals and menus according to nutrition care plans**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit of competency describes the skills and knowledge required to develop meals and menus to meet the nutrition requirements of specific client groups

### **Application of the Unit**

#### **Application**

This work is undertaken under the direction of a dietitian  
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

- |  |   |
|--|---|
| <p>1. Identify <i>conditions requiring a nutrition care plan</i> most commonly encountered by the client group</p> | <p>1.1 Identify food service systems</p> <p>1.2 Identify the conditions commonly encountered by the client group requiring a nutrition care plan or dietary modification</p> <p>1.3 Identify <i>nutrient imbalance</i> contributing to common lifestyle diseases and disorders</p> <p>1.4 Identify dietary factors associated with common lifestyle diseases/diet related chronic diseases and other nutrition-related conditions, food intolerances, allergies</p> |
| <p>2. Identify the special nutritional and dietary needs of client groups</p>                                      | <p>2.1 Identify special nutritional and dietary needs for conditions encountered by the client group</p> <p>2.2 Report identified dietary and nutrition needs to the dietitian</p>  |

**ELEMENT****PERFORMANCE CRITERIA**

3. Develop or modify meals and menus to meet the *special nutritional and dietary needs* of client groups
- 3.1 Plan and modify meals and menus to meet the nutritional and dietary needs of the client group, using standard guidelines
- 3.2 Assess meals and menus for their suitability for *texture modification* to meet special nutritional and dietary needs, using standard guidelines
- 3.3 Consult with dietitian about the special nutritional and dietary needs of client groups
- 3.4 Incorporate sufficient choices of dishes and drinks in to menus for special needs, using standard guidelines

**ELEMENT****PERFORMANCE CRITERIA**

- |  |   |
|--|---|
| 4. Plan meals to meet the <i>nutritional needs of 'at risk' groups</i> | 4.1 Identify <i>groups 'at risk'</i> of nutritional deficiencies<br>4.2 Identify the nutritional needs of 'at risk' groups, and note the differences to 'well' population<br>4.3 Plan meals to meet the nutritional needs of 'at risk' groups |
|--|---|

## 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:

- Australian Dietary Guidelines
- Basic cooking methods and equipment
- Basic knowledge of food preparation and food service systems
- Planning and evaluating meals and menus
- Basic principles of nutrition
- Basic principles of nutrition, diet therapy, nutrition supplements and factors that place clients at risk of malnutrition and inadequate hydration
- Common fluid and food restrictions
- Costing (portion size, mathematics) procedures
- Infection control policy and procedures relevant to food service provision
- OHS work practices relevant to the specific workplace and in accordance with relevant state/territory/national legislation
- Other relevant dietary guidelines
- Range of menus and menu items
- Requirements of certain menus
- Standardised recipes
- Various cultural requirements in relation to food, relevant to the profile of the community served by the organisation
- Work organisation methods

## REQUIRED SKILLS AND KNOWLEDGE

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Communicate constructively with clients and other staff to ensure best service
- Identify and assist in developing a care plan for particular client groups
- Modify meals and menus according to specific nutritional and dietary needs

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 safe food handling practices
- Plan and evaluate meals and menus
- Use literacy, numeracy 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 to recording of numbers and costing of menus

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

## EVIDENCE GUIDE

*Concurrent assessment and relationship with other competency units:*

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

- HLTNA301B Provide assistance to nutrition and dietetic services
- 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
- Resources essential for assessment include:
  - food safety and HACCP procedure manuals
  - manufacturers' manuals and recommendations for equipment
  - food packaging and storage requirements
  - OHS, cultural diversity and other relevant legislation
  - work plan
  - enterprise policy, mission statements, procedures

*Method of assessment*

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning

## EVIDENCE GUIDE

- 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

### 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

*Conditions requiring dietary modification include but are not limited to:*

- Acquired brain injury
- Cancer
- Chewing/swallowing difficulties
- Coeliac disease
- Constipation
- Diabetes
- Food allergies and intolerance's
- Gastro-intestinal disorders
- Heart disease
- HIV/AIDS
- Hypertension
- Malnutrition
- Overweight and obesity
- Poor dental health
- Renal disease
- Stroke

*Other nutrition-related conditions include, for example:*

- Absence of teeth or poorly fitting dentures
- Coeliac disease
- Constipation
- Iron deficiency anaemia
- Poor appetite

*Nutrient imbalance may include but is not limited to:*

- Food intake patterns
- High fat and/or cholesterol
- Low fibre
- Low Kjs
- Low fluid
- High salt
- High sugar
- Excess kilojoules

## RANGE STATEMENT

*Special dietary needs include but are not limited to*

- Allergy/food intolerance diets (e.g. lactose-free)
- Fluid diets
- Gluten-free
- High energy, high protein
- Modified energy
- Modified fat
- Modified fibre
- Modified protein
- Modified sodium (or more rarely potassium)
- Texture modified

*Texture modification may include:*

- Food textures:
  - unmodified
  - texture A (soft)
  - texture B (minced and moist)
  - texture C (smooth puree)
- Thickened fluids:
  - unmodified fluids (regular)
  - level 150 (mildly thick)
  - level 400 (moderately thick)
  - level 900 (extremely thick)

*Nutritional requirements of 'at risk' client groups may include but are not limited to:*

- Specific requirements for common lifestyle related diseases/disorders such as diabetes, heart disease, obesity, hypertension, dental caries, and constipation
- High energy and/or high protein for those with:
  - inadequate dietary intake
  - poor appetite
  - unintentional weight loss
  - increased energy needs due to illness
- Nutritional imbalances such as food intake patterns, high fat and/or cholesterol, low fibre, high salt, high sugar, excess kilojoules

**RANGE STATEMENT**

*'At risk' groups may include but are not limited to:*

- Low socio-economic status
- Older persons
- People with disabilities
- Extended care
- Aboriginal and Torres Strait Islander people
- Pregnant women
- Those with acute or chronic diseases/disorders requiring dietary management

**Unit Sector(s)**

Not Applicable