



Australian Government

HLTAHA011 Conduct group sessions for individual client outcomes

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Minimum work hours added.

Application

This unit describes the skills and knowledge required to plan, prepare and implement group activities to meet individual client outcomes.

This unit applies to allied health assistants and should be performed under the direction and supervision (direct, indirect or remote) of an allied health professional.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Plan for group sessions

1.1 Obtain information about the purpose of the group sessions from an allied health professional and the desired individual client outcomes

1.2 Identify requirements outside scope of role and responsibilities as defined by the organisation and discuss with allied health professional

1.3 Identify and confirm impact of the program's contribution to the clients' overall care plan

1.4 Determine client availability according to organisation protocols

1.5 Determine client appropriateness according to client

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2. Assist with the development of group sessions

2.1 Plan group activities that are consistent with client needs and recognise physical abilities and limitations of each client

2.2 Plan group activities that are consistent with the interests, preferences and beliefs of the clients

2.3 Plan group activities with consideration of the clients' pace and timing requirements

2.4 Plan group activities according to the size and composition of the group

2.5 Plan group session to maximize the involvement of all group members

2.6 Establish a balance between tasks to be accomplished and the group process

2.7 Identify possible risk to successful group activities and adjust plan to minimise risk

2.8 Confirm group session plan with allied health professional

2.9 Gather and/or prepare materials and equipment required for the group session and check for safety and suitability

3. Conduct group activity

3.1 Arrange the environment to encourage full participation by all group members

3.2 Seek agreement on the purpose, process and intended outcomes of the group activity with the group

3.3 Discuss the group activity with the group to encourage as much participation as possible

3.4 Work with the group to establish ground rules

3.5 Provide each group member with the necessary information, materials and support to participate in the group activity

3.6 Ensure that the manner, level and pace of

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communication is appropriate for each group member

3.7 Communicate with clients in a manner most likely to promote co-operation, dignity and self-esteem and encourage participation

3.8 Use group skills to ensure the involvement of all group members

3.9 Identify potential conflict within the group and manage to ensure ongoing involvement of individuals in group activities

3.10 Monitor individual client progress and provide constructive and timely feedback to individual group member

3.11 Follow process and directions to evaluate outcomes of the group session

4. Comply with supervisory requirements

4.1 Seek assistance when client presents with needs or signs outside limits of own authority, skills and/or knowledge

4.2 Report client difficulties to the supervising allied health professional for advice before continuing the program

4.3 Participate in supervision processes with the treating allied health professional in accordance with organisation protocol

5. Clean and store equipment and materials

5.1 Clean equipment and materials according to manufacturers requirements

5.2 Store equipment and materials according to manufacturers requirements and organisation protocols

5.3 Report equipment faults to appropriate person

6. Document client information

6.1 Use accepted protocols to document information relating to the program in line with organisation requirements

ELEMENT

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6.2 Provide regular feedback to each client's care team

6.3 Use appropriate terminology to document symptomatic expression of identified problems related to group activities

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTAHA011 Conduct group sessions for individual client outcomes

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- planned and conducted 3 group sessions, 1 in a simulated environment and 2 in the workplace, to meet a range of individual client outcomes
- undertaken an evaluation process in relation to 1 of the group sessions in the workplace
- performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- principles of group dynamics and the nature of group learning
- factors that affect behaviour in groups
- group roles, leadership and facilitator techniques
- organisation policy and procedures in relation to:
 - record keeping
 - other specific organisation policies or procedures, including supervisory and reporting protocols
- legal and ethical considerations relevant to allied health:
 - privacy, confidentiality and disclosure
 - duty of care
 - discrimination

- human rights
- work role boundaries – responsibilities and limitations including when and how to provide feedback about client
- work health and safety (WHS):
 - manual handling including identification and control of manual task risk factors

Assessment Conditions

The following aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote) as determined by the allied health professional:

- planned and conducted 1 group session to meet a range of individual client outcomes

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including program plans and any relevant equipment outlined in the plan
- modelling of industry operating conditions and contingencies, including provision of services to real people

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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