



Australian Government

Department of Education, Employment and Workplace Relations

HLTAHW428B Maintain community health profile

Release: 1

HLTAHW428B Maintain community health profile

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit describes the competencies required to develop, evaluate and amend a community health profile, using information collected on the community's health

This profile is used as a basis for further research and decision-making regarding health care service delivery

Application of the Unit

Application

This unit is intended to address skills and knowledge required by those working with Aboriginal or Torres Strait Islander communities at Certificate IV level to deliver identified health care services

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. Develop a *community health profile*

1.1 Obtain community agreement before developing the community profile

1.2 Check *information* collected on the community for accuracy

1.3 Consult key people to determine action priorities

1.4 Compile community health information into a community health profile document in line with organisation guidelines

1.5 *Present information to organisation and community* representatives

2. Review the community health profile

2.1 Consult key organisation and community representatives to review the profile in line with changing community health needs

2.2 Regularly review and update community health profile

2.3 Determine timelines for community health profile review in line with organisation requirements

2.4 Identify and consider requirements of relevant agencies when reviewing the profile

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---------------------------------------|---|
| 3. Amend the community health profile | 3.1 Incorporate new and changed community needs, issues and priorities into the community profile, amending the community health profile document as required |
| | 3.2 Amend information systems and records as required |
| | 3.3 Present updated information to organisation and community representatives |

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, governments and other organisations
- Local resources
- Project management
- Sources of information and ways to access
- Formats for compiling information
- Community development principles
- Community ownership of data
- Research methodologies

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Use research information and community consultation as a basis for developing the community health profile for an Aboriginal and/or Torres Strait Islander community
- Review and amend the profile as required on a regular basis

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 apply skills in:

- Oral and/or written reporting skills, as required to fulfil job requirements
- Networking
- Presentation

REQUIRED SKILLS AND KNOWLEDGE

- Communication
- Analysis of information, and formulation of conclusions
- Community development
- Research methodologies

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 unit:

This competency unit builds on skills and knowledge in the following unit and should be assessed after or in conjunction with it.

- HLTAHW307B Identify community health issues, needs and strategies

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

A community health profile is:

- A document detailing current and anticipated community health issues, concerns and trends

RANGE STATEMENT

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

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

Appropriate systems and formats for compiling information may include:

- Specified formats for preparing reports
- Maintaining databases
- Storing information on records systems
- Advising appropriate people of the information gathered

Information may be presented to supervisor and/or community by:

- Preparation and circulation of reports
- Verbal reporting at meetings or to individuals
- Presentations to meetings or other organisations

Unit Sector(s)

Not Applicable