



Australian Government

Department of Education, Employment and Workplace Relations

HLTAHW610B Manage community health projects

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit describes the competencies required to meet project management responsibilities within particular programs either in relation to a particular task, or within the context of broad management responsibilities

Application of the Unit

Application

This unit is intended to address skills and knowledge required by those involved in project management for an organisation involved in delivery of health programs and services for 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

PERFORMANCE CRITERIA

1. Plan a community health project

- 1.1 Consult key community stakeholders to determine community needs in *planning the project*
- 1.2 Develop project proposals/submissions in response to community consultation
- 1.3 Include consultation with key community stakeholders in project planning processes
- 1.4 Ensure project plans are in line with community, *organisation and legislative requirements*

2. Prepare action plan

- 2.1 Ensure project plan identifies required actions and *resources*
- 2.2 Document plan and discuss with other workers

ELEMENT**PERFORMANCE CRITERIA****3. Implement and evaluate project**

- 3.1 Follow project plan and review in operation to address identified community needs
- 3.2 Ensure community is kept informed of progress on the project
- 3.3 Discuss project outcomes with supervisors and the community
- 3.4 Discuss project recommendations with the supervisor and community
- 3.5 Document project outcomes
- 3.6 Evaluate project outcomes and document results

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:

- Commonwealth State/Territory Government policies and Local Government policies
- Community/sector networks
- Funding guidelines
- Local Community Health Plans
- Organisation policies and guidelines

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 maintain 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:

- Communicate effectively (verbal and written)
- Network, negotiate
- Promote, implement and manage work attitudes and practices that reflect awareness of the importance of a range of aspects of sustainability
- Resolve conflict

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

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

EVIDENCE GUIDE

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 wellbeing, community capacity and governance

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

RANGE STATEMENT

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

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

Project planning may be responding to:

- A specific health issue in the community, or to broader community health needs.

RANGE STATEMENT

Key people may include:

- Individuals identified by the community
- Community elders
- Community council
- Other service providers eg. Schools, etc.
- Other community based organisations. Eg. Local store, mining companies.

Resources may include:

- Funds
- Skilled staff and others
- Equipment
- Locations / venues

Organisation requirements may include:

- Relevant policy, guidelines and/or workforce plans.
- Organisation priorities relating to the project
- Financial availability and constraints

Unit Sector(s)

Not Applicable