



Australian Government

Department of Education, Employment and Workplace Relations

HLTAHW611B Plan for community emergencies

Release: 1

HLTAHW611B Plan for community emergencies

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit describes the competencies required to develop, prepare and promote plans of action for responding to non-medical emergencies that may affect the community

Planning is undertaken in consultation with other agencies and key people, and sets out the roles and responsibilities of workers and others in the community, for responding to an emergency

Application of the Unit

Application

This unit is intended to address skills and knowledge required by those involved in contributing from a health-related perspective to the development of a disaster plan 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. Liaise with *relevant government agencies*

- 1.1 Identify and analyse existing relevant disaster plans and policies
- 1.2 Consult government agencies to determine/confirm different roles in the local disaster plan

2. Identify and liaise with appropriate community organisations

- 2.1 Identify community organisations and incorporate in an information database
- 2.2 Use effective communication strategies to establish contact with community organisations
- 2.3 Identify restrictions on effective liaison and develop processes to facilitate communication with other agencies

ELEMENT**PERFORMANCE CRITERIA**

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| 3. Develop disaster plan to address local requirements | 3.1 Collect information on local requirements and resources from the key people and organisations
3.2 Clarify roles and responsibilities of all organisations in relation to responding to a disaster
3.3 Ensure local disaster plan is written to reflect local requirements
3.4 Establish a promotions strategy and facilitate implementation |
| 4. Co-ordinate local support | 4.1 Seek volunteers for disaster plan designated roles, via identified organisations and public processes
4.2 Clarify individual, team and organisation roles and responsibilities
4.3 Identify team leaders by discussion with organisations
4.4 Hold meetings to discuss disaster plan and personnel requirements |
| 5. Ensure training for volunteers and staff | 5.1 Identify training requirements for volunteers and staff
5.2 Coordinate development and promotion of training programs
5.3 Develop, promote and support implementation of training schedule
5.4 Evaluate and modify training as required |
| 6. Evaluate and modify disaster plan | 6.1 Consult key people about effectiveness of the disaster plan
6.2 Adapt disaster plan as required to meet community needs
6.3 Distribute amendments to disaster plan to key people
6.4 Provide additional training as required. |

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:

- Client confidentiality requirements
- Key community networks
- Legislation, protocols and policies or guidelines
- Local cultural and community knowledge
- Local disaster planning processes
- Local resources, suppliers and trades people
- Networks development
- Relevant equipment and technology (types, sources, operation and maintenance)
- Relevant policies, protocols and procedures of the organisation
- Small group facilitation

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Consult appropriately with the community to ensure local issues are addressed, to clarify roles and responsibilities and promote community involvement
- Coordinate and ensure training for volunteer support
- Plan and prepare health-related aspects of a disaster plan for Aboriginal and/or Torres Strait Islander communities

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:

REQUIRED SKILLS AND KNOWLEDGE

- Assess competence
- Communicate effectively
- Manage human resources
- Network, negotiate, consult effectively
- Train personnel
- Write reports and document action plans

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 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

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

Community emergencies may include:

- Riots, raids and other community disturbances
- Non-medical aspects of other emergencies
- Any other community situations which require an urgent response

RANGE STATEMENT

Relevant agencies may include:

- Community organisations
- Government organisations
- Emergency services

Key people may include, for example:

- The local community
- Key members of the community
- Community council
- Health service providers
- Health workers

Resources may include:

- Premises/facilities
- Equipment and supplies
- Vehicles/transport
- Specific skills in workers

Emergency action plans may include:

- Plans or protocols for securing and mobilising the skills and resources needed to respond to specific types of emergency.

Strategies for responding to community emergencies may include:

- Lobbying and advocacy
- Educating others; providing information
- Mobilising resources
- Co-operative arrangements with other service providers, including government and non-government organisations
- Evaluation of the issues and development of a response
- Ceremony
- Counselling
- Support

Emergency Action Plan Co-ordinator is:

- The person in the community or service who is assigned the responsibility of co-ordinating the full implementation of the emergency action plan.

Unit Sector(s)

Not Applicable