



Australian Government

Department of Education, Employment and Workplace Relations

HLTAN510B Use advanced health terminology in a professional context

Release: 1

HLTAN510B Use advanced health terminology in a professional context

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to use appropriate health terminology when reading or writing reports and communicating with clients, their families and other health professionals

Application of the Unit

Application

This unit may be applied in a range of work roles in a health context

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. The correct spelling and pronunciation of *health terminology* is used in the clinical setting

- 1.1 Use correct spelling for terminology with the assistance of a medical/nursing dictionary as necessary
- 1.2 Use correct pronunciation of health terminology in clinical practice
- 1.3 Use only abbreviations approved as per health care environment
- 1.4 Comply with legal requirements of client documentation

2. Health terminology is used in verbal communication with clients, their families and other health professionals

- 2.1 Use appropriate health terminology to communicate with clients and their families
- 2.2 Clarify health terminology and demonstrate awareness of client knowledge needs
- 2.3 Use health terminology appropriate to specific requirements to communicate with health professionals
- 2.4 Pronounce health terminology correctly

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 3. Read and produce documents using health terminology in context | 3.1 Use appropriate health terminology in written communication with clients, their families and other health professionals |
| | 3.2 Demonstrate awareness of the potential legal use of client documentation |
| | 3.3 Seek advice from designated personnel with regard to health terminology terms and accompanying processes |

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:

- Latin and Greek prefixes and suffixes
- Health terminology and pronunciation
- Legal documentation requirements
- Responsibilities of all staff members
- Information technology requirements

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Apply legislative guidelines in practice
- Correctly use health terminology in a health care environment

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

REQUIRED SKILLS AND KNOWLEDGE

the identified work role

This includes the ability to:

- Use reading and writing skills-literacy competence required to fulfil job roles in a safe manner and as specified by the organisation. The level of skill required involves reading and documenting clinical information and understanding complex policy and procedure manuals.
- Use oral communication skills-language competence required to fulfil job roles in a safe manner and as specified by the organisation. Assessors should look for skills in asking questions, providing clear information, listening to and understanding workplace instructions, and clarifying workplace instructions when necessary. Effective verbal and non verbal communication skills with a range of personnel within and outside of the organisation are essential. An ability to recognise and manage barriers to effective communication is also essential. Organisation may require competence in English or a community language, depending on client group
- Use numeracy skills including the ability to complete basic arithmetic calculations, recording stock levels and statistical information
- Use problem solving skills required, including an ability to use available resources
- Deal with conflict
- Work with others within a team
- Display empathy with client and relatives
- Comply with organisation policies and procedures including those of OHS and infection control, and current standards
- Use and understand abbreviations for practice-specific health terms and associated processes
- Correctly spell and pronounce practice-specific health terminology
- Communicate in a professional manner using appropriate communication strategies
- Maintain confidentiality, security and privacy of information

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills

EVIDENCE GUIDE

and evidence required to demonstrate this competency unit:

- Observation of workplace performance is essential for assessment of this unit
- 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

Context of and specific resources for assessment

- Access to workplace documents including relevant reports, policies and procedures

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

EVIDENCE GUIDE

Method of assessment

- Observation in the workplace (if possible)
- Written assignments/projects or questioning should be used to assess knowledge
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Clinical skills involving direct client care are to be assessed initially in a simulated clinical setting (laboratory). If successful, a second assessment is to be conducted during workplace application under direct supervision
- Questioning - verbal and written
- Role play/simulation

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.

Health terminology may include (but should not be limited to):

- Anatomy and physiology terms
- Medical conditions
- Medical investigations and procedures
- Abbreviations for medical and pharmacological terms
- Names of equipment and instruments
- Medico-legal terminology
- Definitions, meanings and abbreviations specific to the workplace, such as perioperative environment

RANGE STATEMENT

Written and oral instructions may include:

- Memos and notices
- Perioperative instructions
- Drug orders
- Instructions for pre and postoperative care
- Client notes
- Routine reports
- OH&S signs and instructions
- Telephone calls
- Communicating with clients and their families
- Communicating with health professionals
- Handover

Routine activities may include:

- Entering client details into a computer system/files
- Providing information to clients and their families
- Ordering stock
- Contributing to meetings and taking minutes
- Answering client and family enquires
- Scheduling
- Producing and reading a range of complex health documents and reports

Documents may include:

- Client records
- Client health histories
- Case reports
- Medical notes
- Computerised records
- Policy and procedure manuals
- Operating theatre lists or medical investigations
- Doctor preference cards

Unit Sector(s)

Not Applicable