



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP304C Contribute to evaluating a population health project

Release: 1

HLTPOP304C Contribute to evaluating a population health project

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit is concerned with contributing to the evaluation of a population health project

It covers tasks associated with collecting data using measures that have been identified in the project planning process

Application of the Unit

Application

This unit may apply to work in a range of areas of population health

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. Gather and review data on project performance (process measures) | 1.1 Identify sources of data and information as outlined in project plan
1.2 Collect and collate data and information as outlined in project plan
1.3 Follow organisation data and information gathering procedures
1.4 Provide results to project team to assess need for change |
| 2. Collect <i>evaluation data</i> | 2.1 Identify project objectives from the project plan
2.2 Identify relevant measures of these objectives from project plan
2.3 Collect data according to prescribed procedures and within allocated budget, as outlined in the project plan
2.4 Collate data in a logical manner or as outlined in the project plan and submit for evaluation to the project team/relevant personnel on a timely basis |

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:

- Equity issues in population health
- Evidence-based practice
- Knowledge of evaluation (types, levels of evaluation)
- National, state and local health policies, goals, targets and priorities
- Overview of the stages in population health project planning
- Quality assurance
- Relevant international charters/declarations and documents (e.g. Alma Ata, Ottawa Charter, Jakarta Declaration, The Solid Facts by WHO)
- Social change and advocacy processes
- Theory and practice of population health including health promotion, health protection and prevention of communicable and non communicable diseases

Essential skills:

It is critical that the candidate demonstrate the ability 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:

- Analyse, judge and incorporate feedback where required
- Apply effective communication and interpersonal skills including:
 - high level written or verbal communication
 - negotiation and liaison
 - consultation
 - conflict resolution and mediation
- Apply analytical thinking, problem solving and critical appraisal

REQUIRED SKILLS AND KNOWLEDGE

- Engage and work collaboratively and/or in partnership
- Facilitate and contribute effectively to meetings, forums and other networks
- Identify and consult with key stakeholders throughout the monitoring and evaluation process
- Pay attention to equity
- Undertake work planning and management
- Work as part of a multi-disciplinary team and/or autonomously

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 and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistent satisfactory performance of all elements of this unit must be demonstrated

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

Context of and specific resources for assessment:

- This unit may be assessed in the workplace or in a simulated workplace under normal conditions
- The unit may be assessed in the classroom
- Access to:
 - a range of government and non government policy documents and reports and statistics
 - journals, books and external expertise
 - network of stakeholders
 - organisation policies and procedures

Method of assessment

- Observation of performance
- Written tasks
- Interviewing and questioning
- Formal appraisal systems
- Staff client feedback
- Portfolio/CV
- Supporting statement of supervisors
- Evidence of relevant work experience/formal or informal learning
- Case studies and scenarios as a basis for the discussion of issues in population health project planning
- Project, exercise or investigation with relaxed time restraints requiring a significant part of the work to be carried out without close supervision and requiring the completion of a project report

Related units:

This unit should be undertaken and assessed in conjunction with the following units:

- HLTPOP302C Contribute to working with the community to identify health needs
- HLTPOP303C Contribute to population health project planning

It is recommended that this be undertaken in conjunction with *PSPPM402B Manage simple projects* to obtain a more holistic view of program planning, management and evaluation process

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.

RANGE STATEMENT

Population health projects may vary considerably in scope and content:

- Population health projects may be developed in any population health field including:
 - health promotion
 - environment health
 - communicable diseases
 - health risk management and assessment
- Population health projects may be developed at any level including:
 - local
 - regional
 - state
 - national
- Population health projects may be developed for any population including:
 - general Australian population
 - any subgroups within that population identified based on age, sex, ethnicity, sexual identity, geographical location, physical environment, lifestyle choices, socio economic status, disability, health status etc.
 - any community defined as collective group of people identified by common values and mutual concern for the development and well-being of their group or geographical area
 - any setting/organization whose practices influence health behaviour (e.g. clinical services, general practice, school, workplaces, etc.)
- Population health projects can target individuals, groups or organisations
- Population health projects may relate to different health determinants (e.g. biological, economic, behavioural, social, etc.)

Communities or target populations in population health:

- The community or population may vary considerably in character, size, needs and capacity to access information and services

RANGE STATEMENT

Stakeholders may include:

- Representatives of relevant health agencies operating in the local community
- Community advocates or change agents
- Representatives/leaders of the target population
- Population health professionals/Supervisors
- Federal, state or local health service and population health planners
- Federal, state or local health service providers
- Other health and/or non-government organisations

Different levels of evaluation include:

- Process evaluation (measures the activities of the project, project quality and who it is reaching)
- Impact evaluation (measures the immediate effect of the projectrelates to project objectives)
- Outcome evaluation (measures the long-term effect of the projectrelates to project goals)

Evaluation measures can be:

- Qualitative
- Quantitative

Evaluation design can specify:

- Data collection at the end of the project
- Before and after comparisons
- Trials with a control group

Relevant personnel for consultation may include:

- Community/target population members and leaders
- Public health sector staff
- Community health sector staff
- Private health sector staff
- Volunteer networks
- General practitioners
- Administrators
- Researchers
- Educators
- Academics
- Business and industry representatives

Unit Sector(s)

Not Applicable