



Australian Government

PSPINM014 Contribute to a quality injury management system

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPIM504A Contribute to a quality injury management system. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to contribute to the organisation's rehabilitation/return to work system. It includes contributing to the planning and development and implementation of an injury management system, and monitoring and reporting on injury management system outcomes.

This unit applies to those working as case managers.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, while performing routine tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Injury management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to planning and development of an injury management system	1.1 Adopt and promote a systems approach to injury management. 1.2 Develop and maintain systems to enable early notification of injuries, early intervention and return to work action. 1.3 Assess currency and compliance of organisational policies relating to injury management and update. 1.4 Maintain case management delegation. 1.5 Adopt, where practicable, a preferred provider system for selecting approved rehabilitation providers. 1.6 Establish and implement internal audit arrangements as required, based on a risk management approach.
2. Implement injury management system	2.1 Obtain management commitment to the organisation's injury management, rehabilitation and/or return to work policy and processes. 2.2 Provide advice to management on injury implications of broader management initiatives. 2.3 Develop and maintain effective relationships with supervisors, work health and safety staff and senior management to integrate prevention and return to work outcomes. 2.4 Promote the organisation's rehabilitation/return to work policy.
3. Monitor and report on injury management outcomes	3.1 Collect and collate injury management and return to work outcome data for measurement against performance standards and targets. 3.2 Analyse information on claims data and costs, and report outcomes/trends to management. 3.3 Gather stakeholder feedback on the process and work system. 3.4 Monitor and report on rehabilitation budget. 3.5 Monitor, report and follow up on non-conformance with system requirements. 3.6 Undertake system reviews in terms of regular reporting and implement performance indicators and improvements.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPIM504A Contribute to a quality injury management system.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPINM014 Contribute to a quality injury management system

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to an injury management system
- applying principles of continuous improvement to the development and maintenance of a quality injury management system
- using communication with diverse stakeholders including interviewing/gathering feedback from stakeholders
- collecting and collating statistical information

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, regulations, policies, procedures and guidelines relating to injury management
- privacy legislation
- procedures to ensure confidentiality and security of information
- public sector management Acts
- industry standards for rehabilitation
- continuous improvement principles
- recordkeeping procedures
- trend analysis

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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