

<b>UNIT CODE</b>	<b>HLTAHA041</b>
<b>UNIT TITLE</b>	<b>Support food services and dietetics in menu and meal order processing</b>
<b>APPLICATION</b>	<p>This unit describes the skills and knowledge required to provide assistance to an allied health professional. Work includes providing support within Food Service and Dietetics and are required to implement meal order systems, collect menu choices for general and therapeutic menus and monitor persons satisfaction.</p> <p>This unit applies to allied health assistants and should be performed under the direct, indirect or remote supervision and delegation of an Allied Health Professional (AHP)</p> <p>The skills in this unit must be applied in accordance with Allied Health Assistant Framework, Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Allied Health
<b>UNIT SECTOR</b>	Health

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive delegation and gather information.	<p>1.1 Obtain written or verbal delegation for an allied health activity from the allied health professional.</p> <p>1.2 Obtain information from relevant sources and delegating allied health professional, according to organisational policy and procedures.</p> <p>1.3 Discuss and confirm with delegating allied health professional therapy, treatment plans and programs.</p>

<p>2. Process persons menus or meal orders.</p>	<p>2.1 Complete admissions records, transfers and discharges as to organisational procedures.</p> <p>2.2 Distribute menus to person, or use electronic meal ordering systems including supplements as to organisational procedures.</p> <p>2.3 Provide guidance to person, to ensure that meal choices are consistent with the individualised plan.</p> <p>2.4 Provide assistance to person with specific cultural or religious requirements in accordance with organisation guidelines and report issues beyond the scope of role to supervisor as to organisational procedures.</p> <p>2.5 Assist person to complete menus or meal orders ensuring they comply with individual and general meal guidelines in line with role.</p> <p>2.6 Record and provide feedback regarding food preferences and poor menu or meal choices to delegating dietitian or nurse.</p>
<p>3. Assist foodservices and dietetics with meal checking and menu processing and Implement nutrition support services.</p>	<p>3.1 Collate menus and meal orders and report menu items to designated areas for preparation.</p> <p>3.2 Provide information to support the delivery of menu items chosen by the person, according to organisational procedures.</p> <p>3.3 Confirm meal orders against the persons' individualised plan as delegated by a dietitian, or other allied health professional.</p>
<p>4. Prepare and deliver nutrition supplements.</p>	<p>4.1 Prepare, supply and deliver nutrition supplements according to organisational procedures and delegating dietitian's instructions.</p> <p>4.2 Discard out of date nutrition support items and information.</p> <p>4.3 Report any significant wastage in accordance with role and organisational requirements.</p> <p>4.4 Maintain the workplace in a clean and tidy order to meet workplace standards.</p>
<p>5. Comply with personal hygiene standards and food safety program.</p>	<p>5.1 Prepare nutrition supplements and provide support services according to the food safety program.</p> <p>5.2 Identify and report processes and practices that are not consistent with the food safety program.</p> <p>5.3 Take corrective action according to the food safety program and within scope of role.</p> <p>5.4 Comply with personal hygiene requirements of the food safety program.</p> <p>5.5 Report health conditions or illness according to the food safety program.</p> <p>5.6 Wear clothing and footwear for food handling tasks in accordance with the food safety program.</p>
<p>6. Communicate changes in meal order, including meals for person receiving diet therapy or nutrition support.</p>	<p>6.1 Document changes to person's meal order, admissions, transfers or discharge.</p> <p>6.2 Process meal orders for food services.</p> <p>6.3 Provide information to support the delivery of chosen menu items to the food service.</p>

7. Monitor persons satisfaction with food services.	<p>7.1 Collect person satisfaction, using standard and validated tools.</p> <p>7.2 Regularly monitor overall levels and changes in persons satisfaction.</p> <p>7.3 Provide feedback regarding overall levels and changes in levels of satisfaction in accordance with organisational procedures.</p> <p>7.4 Use feedback from person to contribute to revision of menus in accordance with organisational procedures.</p>
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FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■
Learning skills to:	■
Problem-solving skills to:	■
Initiative and enterprise skills to:	■
Teamwork skills to:	■
Planning and organising skills to:	■
Self-management skills to:	■
Technology skills to:	■

<b>UNIT MAPPING INFORMATION</b>	No equivalent unit.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for HLTAHA041 Support food services and dietetics in menu and meal order processing</b>
<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> <li>■ distribute electronically or written menus to collect meal orders, check and process therapeutic diet meal orders for at least four people, two in simulation and two in the workplace</li> <li>■ process and deliver different nutritional supplements requirements for at least three people, one in simulation and two in the workplace.</li> <li>■ The above activities must be performed during a period of at least 120 hours of work in a health services setting.</li> </ul>

<p><b>KNOWLEDGE EVIDENCE</b></p>	<p>Demonstrate the knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ Australian dietary guidelines</li> <li>■ standardised therapeutic diet specifications such as ACI Diet Specifications</li> <li>■ organisational policies and procedures in relation to: <ul style="list-style-type: none"> <li>○ confidentiality</li> <li>○ documentation <ul style="list-style-type: none"> <li>● reporting</li> <li>● recording patient data</li> <li>● written communication to Allied Health Professional</li> </ul> </li> <li>○ professional behaviour and presentation</li> <li>○ infection control practices</li> <li>○ occupational health and safety</li> <li>○ manual handling</li> </ul> </li> <li>■ supervisory, delegation</li> <li>■ safe food handling</li> <li>■ inter-relationships: <ul style="list-style-type: none"> <li>○ food and nutrition services</li> <li>○ dietetic departments concerning menu and meal order processing procedures</li> <li>○ food production and delivery schedules</li> </ul> </li> <li>■ range of menus, and menu items and different types of menu management systems</li> <li>■ various cultural requirements in relation to food</li> <li>■ feedback channels processes or systems used within the organisation</li> <li>■ legal and ethical considerations relevant to allied health</li> <li>■ principles of empowering the older person</li> <li>■ principles of empowering people living with disability or serious mental illness</li> <li>■ changes related to ageing</li> <li>■ concepts of holistic health and wellbeing</li> <li>■ social determinants of health.</li> <li>■ concepts of the medical model, the biopsychosocial models and the human rights based approach of allied health interventions</li> <li>■ principles of choice and control</li> <li>■ concept of reablement</li> <li>■ allied health settings: <ul style="list-style-type: none"> <li>○ hospital</li> <li>○ community health</li> <li>○ mental health</li> <li>○ disability sector</li> <li>○ aged care sectors.</li> </ul> </li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in the workplace or in a simulated environment. All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in the workplace.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none"><li>■ access to suitable facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies</li><li>■ access to individualised plans and any relevant equipment outlined in the plan</li><li>■ access to organisational policies and procedures</li><li>■ opportunities for engagement with real people accessing allied health services</li><li>■ access to food safety and standards and procedures</li><li>■ access to safety clothing and footwear</li></ul> <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors and be an allied health assistant with a minimum of three years of professional experience in allied health services or a recognised Allied Health Professional.</p>
<b>LINKS</b>	Companion Volume Implementation Guide