UNIT CODE	HLTARES001
UNIT TITLE	**Gather information and report on community health**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to gather and review information, and to provide basic reports on Aboriginal and/or Torres Strait Islander community health issues for use in future planning. It includes the ability to use basic research skills and resources and frameworks developed by others. Information may be gathered as part of a separate research process or during the provision of regular health services. Information may be used for a range of purposes including for service and program development or evaluation, and for inclusion in a community health profile.
	This unit is specific to Aboriginal and/or Torres Strait Islander people working as health workers or health practitioners. They work as part of a multidisciplinary primary health care team to provide primary health care and other support services to Aboriginal and/or Torres Strait Islander clients and communities.
	No regulatory requirement for certification, occupational or business licensing is linked to this unit at the time of publication. For information about practitioner registration and accredited courses of study, contact the Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA).
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Community Health Research
UNIT SECTOR	Aboriginal and/or Torres Strait Islander Health
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan information gathering.	1.1 Identify the cultural values, beliefs and gender roles that must be respected when gathering information from clients and community members. 1.2 Identify health issues to be researched and methods of gathering and reporting on community information in consultation with research or primary health care team. 1.3 Identify and obtain resources required for information gathering. 1.4 Liaise with community representatives and gain agreement to gather information from community members. 1.5 Identify community members who hold strong sources of information.

2. Gather information.	2.1 Explain purpose of research and method of gathering information to clients and community members and obtain informed consent. 2.2 Communicate with clients and community members in culturally appropriate and safe ways to gather relevant information about health issues and priorities. 2.3 Record information accurately, and safely store according to organisational confidentiality procedures.
3. Review and document information.	3.1 Compile information in format agreed with research or primary health care team. 3.2 Identify information trends and their potential impact on future planning in consultation with research or primary health care team. 3.3 Document findings according to the approach agreed with research or primary health care team.
4. Provide feedback on outcomes.	4.1 Provide information about research outcomes to relevant team members involved in future planning. 4.2 Identify and provide key messages from research outcomes to the community. 4.3 Identify and use opportunities to obtain community feedback about research process and outcomes.

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	■ interpret detailed familiar organisational procedures ■ interpret unfamiliar information gathering tools and resources.
Writing skills to:	■ record factual information ■ summarise and paraphrase a variety of client and community opinions without altering meaning.
Oral communication skills to:	■ provide clear and concise information to community members ■ ask open and closed probe questions and actively listen during team and community interactions.
Teamwork skills to:	■ work cooperatively with community, research and primary health care team members.
Technology skills to:	■ use software package features to collate information from multiple sources and draft routine reports.
UNIT MAPPING INFORMATION	No equivalent unit. For details, refer to the full mapping table in the Draft 2 Validation Guide.

LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for HLTARES001 Gather information and report on community health**

PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:
	
	■ gather and review Aboriginal and/or Torres Strait Islander community health information in two of the following areas:
	  ○ physical health issues
	  ○ social and emotional wellbeing issues
	  ○ education and promotion priorities
	  ○ environmental conditions and impacts on community health
	
	■ for each of the two research activities:
	  ○ use two different methods for collecting community health information
	  ○ produce a brief written report that outlines findings from the research
	  ○ provide information on research outcomes to one member of the research or health care team and one community representative.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
	■ organisational policies and procedures for:
	○ maintaining confidentiality of individual and community information gathered
	○ document presentation
	○ recording and reporting of information
	■ importance of and methods used to obtain and record initial and ongoing informed consent from research participants
	■ how cultural considerations and community protocols may impact information gathering:
	○ who can seek and provide what types of information
	○ respect for community ownership of data
	■ types of issues that may be researched, to include:
	○ physical health:
	● current prevalence of conditions and diseases
	● service needs
	● risk factors
	○ social and emotional wellbeing:
	● existing and emerging needs
	● service needs
	● access to support services
	○ education and promotion:
	● current awareness of programs
	● need for service or program
	● preferred language and form of communication
	○ environmental conditions and impacts on community health:
	● access to services and utilities
	● clean water availability
	● community hygiene
	● food safety
	● housing inadequacies (design, construction, services, overcrowding)
	■ how information can be used to support, evaluate or improve primary health care services
	■ typical methods for gathering information, their relevance to different types of information needs and their resource requirements:
	○ interviews (face-to-face or using technology)
	○ questionnaires and surveys
	○ group meetings
	■ how normal patterns of service delivery can be used for information gathering
	■ formats and systems for compiling information from multiple sources
	■ processes for reviewing information:
	○ finding patterns and trends
	○ distinguishing relevant from irrelevant
	○ extracting main points for reporting.

ASSESSMENT CONDITIONS	Skills can be demonstrated through:

	■ work activities completed within an Aboriginal/and or Torres Strait Islander health service, **or**
	■ project activities and case studies completed within a training organisation, based on comprehensive information about the community and the operation of an actual or simulated health service.
	
	Assessment must ensure the use of:
	
	■ interaction with Aboriginal/and or Torres Strait Islander clients and community members either through actual work activities or simulations
	■ research tools for gathering information
	■ computer and software programs used to collate information and produce text documents
	■ organisational policies and procedures for:
	  ○ maintaining confidentiality of individual and community information gathered
	  ○ document presentation
	  ○ recording and reporting of information.
	
	Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:
	
	■ be an Aboriginal and/or Torres Strait Islander person who has applied the skills and knowledge covered in this unit of competency through experience working as an Aboriginal and/or Torres Strait Islander health worker or practitioner, **or**
	■ be a registered health practitioner or a community health researcher with experience relevant to this unit of competency and be accompanied by, or have assessments validated by, an Aboriginal and/or Torres Strait Islander person.

LINKS	Companion Volume Implementation Guide