

UNIT CODE	HLTARES002
UNIT TITLE	Prepare and maintain community health profile
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to create, review and amend an Aboriginal and/or Torres Strait Islander community health profile using existing information sources and a pre-established profile format. The community health profile can be used for a range of purposes including service, program, workforce and research planning.</p> <p>This unit applies to senior roles in Aboriginal and/or Torres Strait Islander organisations that provide primary health care and other support services to Aboriginal and/or Torres Strait Islander clients and communities. It is specific to Aboriginal and/or Torres Strait Islander people working as health workers or health practitioners.</p> <p>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).</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Community Health Research
UNIT SECTOR	Aboriginal and/or Torres Strait Islander Health
ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for community health profile development.	1.1 Identify scope of the community or region and diversity of locations and cultural groups to ensure full representation. 1.2 Identify community stakeholders and obtain community agreement to develop the profile. 1.3 Establish priorities and timelines for action in consultation with primary health care team. 1.4 Identify key uses for the health profile and determine type of required information to meet identified purposes. 1.5 Access information that will contribute to the profile.

2. Create Aboriginal and/or Torres Strait Islander community health profile.	2.1 Review information sources to confirm accuracy. 2.2 Select and prepare information that meets profile requirements. 2.3 Compile information into community health profile document according to organisational format and guidelines. 2.4 Identify and provide profile information required by organisation and community representatives.
3. Review Aboriginal and/or Torres Strait Islander community health profile.	3.1 Identify timelines and workflow implications for reviewing community health profile based on organisational policy. 3.2 Review and update community health profile when new and relevant information becomes available. 3.3 Consult key organisation and community representatives to review the profile according to changing community health needs. 3.4 Identify and consider current and emerging requirements of relevant agencies when reviewing the profile.
4. Amend community health profile.	4.1 Incorporate new and changed community needs, issues and priorities into community health profile documentation. 4.2 Amend information systems and records to reflect changes according to organisational procedures. 4.3 Communicate updated information to organisation and community representatives.
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:	<ul style="list-style-type: none"> ■ interpret detailed familiar organisational policy and procedures ■ interpret varied, unfamiliar and potentially complex information about community health.
Writing skills to:	<ul style="list-style-type: none"> ■ integrate information from a range of sources to create a cohesive document ■ use drafting and proofreading strategies.
Oral communication skills to:	<ul style="list-style-type: none"> ■ ask open and closed probe questions and actively listen during team and community interactions.
Numeracy skills to:	<ul style="list-style-type: none"> ■ use raw data to calculate and represent statistics by percentage ■ produce charts, graphs and tables to represent key numerical measurements.
Teamwork skills to:	<ul style="list-style-type: none"> ■ work cooperatively with community and primary health care team members.

Technology skills to:	<ul style="list-style-type: none"> ■ populate pre-formatted digital documentation ■ use software features to produce charts, graphs and tables ■ amend digital information systems and records.
UNIT MAPPING INFORMATION	<p>No equivalent unit.</p> <p>For details, refer to the full mapping table in the Draft 2 Validation Guide.</p>
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for HLTARES002 Prepare and maintain community health profile
PERFORMANCE EVIDENCE	<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"> ■ develop and document one community health profile for an Aboriginal and/or Torres Strait Islander community: <ul style="list-style-type: none"> ○ use both qualitative and quantitative information ○ use information about: <ul style="list-style-type: none"> ● community characteristics ● community perspectives on health issues ● current trends and issues ● prevalence of particular conditions and diseases ● current service offerings and evaluation ■ review and amend one existing Aboriginal and/or Torres Strait Islander community health profile to reflect required changes.

<p>KNOWLEDGE EVIDENCE</p>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ organisational policies and procedures for: <ul style="list-style-type: none"> ○ document presentation ○ information management ■ key uses for Aboriginal and/or Torres Strait Islander community health profiles ■ protocols for community ownership of data ■ development process, key stages and required approvals ■ internal and external factors affecting priorities and timelines ■ main types of information in an Aboriginal and/or Torres Strait Islander community health profile and their key features: <ul style="list-style-type: none"> ○ qualitative ○ quantitative ■ nature of qualitative and quantitative information required for profile development: <ul style="list-style-type: none"> ○ community characteristics: <ul style="list-style-type: none"> ● demographics, including cultural diversity within the region covered by the profile; different language and cultural groups ● economic ● environmental ● social ○ community perspectives on health issues ○ current trends and issues ○ health statistics ○ prevalence of particular conditions and diseases ○ current service offerings and evaluation ■ the importance of fully representing all language and cultural groups within the community or region covered by the health profile ■ how to access key information sources ■ processes for checking accuracy and relevance of information ■ formats for community health profiles and typical inclusions ■ types of triggers for review of community health profile: <ul style="list-style-type: none"> ○ from inside the community ○ from external agencies ■ flow-on impacts of changes to community health profile and actions needed.
----------------------------------	---

<p>ASSESSMENT CONDITIONS</p>	<p>Skills can be demonstrated through:</p> <ul style="list-style-type: none"> ■ 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. <p>Assessment must ensure the use of:</p> <ul style="list-style-type: none"> ■ interaction with organisational stakeholders and with Aboriginal/and or Torres Strait Islander community stakeholders either through actual work activities or simulations ■ computer and software programs used to collate information and produce text documents ■ quantitative and qualitative information for inclusion in community health profile ■ community health profile template ■ organisational policies and procedures for: <ul style="list-style-type: none"> ○ document presentation ○ information management. <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:</p> <ul style="list-style-type: none"> ■ 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.
<p>LINKS</p>	<p>Companion Volume Implementation Guide</p>