



## **Diploma of Rehabilitation 69794**

### **Unit summaries**

#### **Prerequisite competencies**

Competence in these units needs to be established prior to commencing the Diploma. If the Recognition pathway is selected, participants will need to provide evidence of knowledge and skill in the performance criteria listed below.

#### **Contribute to organisational effectiveness in the health industry – HLTHIR402B**

This unit of competency describes the skills and knowledge required to facilitate effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context. This unit includes the following elements and performance criteria

- Promotion of ethical work practice
  - Ensure client confidentiality is maintained in accordance with organisation policy and procedure
  - Promote respect for rights and responsibilities of clients in the organisation
  - Encourage colleagues/team members appropriately to comply with confidentiality requirements, and maintain client rights and responsibilities
  - Ensure all work undertaken reflects and promotes understanding of and compliance with the principles of duty of care, legal responsibilities and related organisation goals and objectives
- Contribution to client and organisation outcomes
  - Ensure work undertaken reflects the role of the organisation and the range of services it provides
  - Ensure work undertaken reflects in the nature and needs of client groups accessing the services of the organisation
  - Work with an awareness of how the organisation's operations are financed
  - Recognise the role of other relevant organisations and individuals that contribute to client outcomes
  - Maintain and encourage positive relationships between own organisation and other organisations and individuals that contribute to client outcomes
- Contribution to organisational improvements
  - Contribute to organisational improvement strategies
  - Participate in organisational improvement activities and functions
  - Monitor own work practice to contribute to improvement of organisation practice and performance



## **Implement and monitor compliance with legal and ethical requirements – HLTHIR506B**

This unit describes the skills and knowledge required to implement and monitor compliance with legal and ethical requirements relevant in the work area. This unit includes the following elements and performance criteria

- Maintenance of ethical work practices
  - Fulfil duty of confidentiality to the client, both at law and under professional code of ethics
  - Ensure the collection, use and disclosure of client information is consistent with information privacy principles
  - Ensure the rights of clients are recognised and respected throughout all stages of tests/procedures
  - Ensure adherence to relevant industry code of practice that outlines the minimum standard of professional conduct
  - Refer ethical issues or breaches of ethical practice to management or ethics committees in accordance with organisation policies and procedures
  - Exercise duty of care in all aspects of work to ensure client safety
  - Handle client complaints sensitively and in line with organisation policies and procedures
  - Perform all work within the boundaries of responsibility and refer problems to supervisor and/or other appropriate health professional
  - Monitor work practices to ensure that they reflect principles of ethical practice
  
- Maintenance of appropriate documentation
  - When referral or request is received, ensure nature and requirements of referral and/or request are correctly identified
  - Complete documentation within clients' medical records in accordance with state/territory legislation, and organisation policies and procedures
  - Ensure reports and documentation address requirements of state/territory legislation, and organisation policies and procedures
  - Implement policies and procedures to safe guard client information from unauthorised access or disclosure
  
- Maintenance of compliance with legal requirements
  - Ensure statutory obligations and requirements are fulfilled
  - Ensure consent of client is obtained for each test/procedure, as required
  - Ensure authorities are notified of client information as required by law
  - Ensure release of information contained within client records is completed in accordance with relevant federal, state/territory legislation and organisation policies and procedures
  - Ensure duty of care is met in all aspects of own work role
  - Ensure clients are provided with access to information about themselves in accordance with legislation or other statutory provisions



- Ensure the right of every client to be treated fairly and equitably is recognised
- Monitor compliance with legal obligations and requirements

### **Contribute to OHS processes – HLTOHS300A**

This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others. This unit includes the following elements and performance criteria

- Plan and conduct work safely
  - Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material
  - Identify hazards as part of work planning and work process
  - Address identified hazards prior to starting work using judgement within defined scope of responsibilities
  - Report residual risk according to organisation procedures
  - Report incidents and injuries in line with organisation policies and procedures
  - Undertake safety in work area
  - Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes
  - Manage own levels of stress and fatigue to ensure ability to work safely
- Support others in working safely
  - Share information on safe work practices and work procedures with members of the work group
  - Check the OHS practices of less experienced members of the workgroup
  - Provide guidance and coaching to less experienced members of the workgroup to support them in working safely
  - Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures
- Contribute to OHS participative processes
  - Raise OHS issues in accordance with organisation procedures
  - Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety
  - Provide assistance to workgroup members to contribute to workplace safety
  - Apply knowledge of roles and responsibilities of OHS representatives and OHS committees
- Contribute to hazard identification, OHS risk assessment and risk control activities
  - Report identified hazards and inadequacies in risk controls
  - Check the workplace for hazards using itemised checklist(s) in accordance with work procedures
  - Contribute to risk assessments



- Provide input to development and implementation of control measures, with reference to the hierarchy of control
- Participate in the control of emergency situations
  - Identify emergency signals and alarms and responded to them appropriately
  - Take initial action to control/confine emergency according to organisation procedures, and taking account of the nature and scope of the emergency
  - Implement emergency response procedures within scope of training and competence

### **Implement and monitor infection control policy and procedures - HLTIN403B**

This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organization. This unit includes the following elements and performance criteria

- Provide information about infection control policies and procedures
  - Explain accurately and clearly to the work group relevant information about infection control policy and procedures, and applicable industry codes of practice
  - Regularly provide information about identified hazards and the outcomes of infection risk assessments to the work group
  - Provide opportunities for the work group to seek further information on workplace infection control issues and practices
- Integrate infection control policy and procedure into work practices
  - Implement infection control policy and procedures with members of the work group
  - Maintain liaison with person responsible for organisation-wide infection control
  - Provide coaching and support as required to ensure that individuals/teams are able to implement infection control practices
  - Adopt work procedures to reflect appropriate infection control practice
  - Deal with issues raised through consultation and ensure they are resolved promptly or referred to the appropriate personnel for resolution
  - Implement workplace procedures for dealing with infection control risks and hazardous events as necessary
  - Encourage employees to report infection risks and to improve infection control procedures
- Monitor infection control performance and implement improvements in practices
  - Promptly investigate infection control hazardous events to identify their cause in accordance with organisation policy and procedure
  - Monitor work procedures to control infection risks to ensure compliance
  - Regularly review and adjust work procedures to ensure improvements in infection control practice



- Provide feedback to team and individuals on compliance issues, changes in work procedures and infection control outcomes
- Ensure training in work procedures is provided as required to maintain infection control standards
- Identify any inadequacies in work procedures and infection control measures and ensure they are corrected or reported to designated personnel
- Accurately maintain records of infection control risks and incidents as required
- Use aggregate infection control information reports to identify hazards, to monitor and improve risk control methods and to indicate training needs
- Report and investigate potential breaches of infection control in line with organisation procedures

### **Core competencies**

#### **Assist with the rehabilitation of clients – HLTAH407A**

This unit of competency describes the skills and knowledge required to receive and respond to rehabilitation programs developed by allied health professionals. This unit is drawn from the Certificate IV in allied health assistance qualification and includes the planning and delivery of rehabilitation programs which is a foundation for more specialist areas of practice. This unit includes the following elements

- Planning the delivery of a rehabilitation program
- Development of a rehabilitation program
- Delivery of a rehabilitation plan

#### **Work effectively in the Rehabilitation environment – HLTART401A**

This unit of competency describes the skills and knowledge required to work effectively in a rehabilitation environment. This unit includes the following elements

- Identification of the role of the rehabilitation industry and relevant health care workers in the rehabilitation environment
- Commitment to quality rehabilitation services for people with disabilities

#### **Develop, implement and promote effective workplace communication – CHCCOM504A**

This unit describes the knowledge and skills required to apply higher level communication skills that underpin effective workplace operations. This unit includes the following elements

- Effective communication strategies
- Representation of the organisation to a range of groups
- Facilitation of group discussions and interactions
- Communication techniques that assist in resolving conflict
- Production of quality written materials
- Conducting interviews



### **Use advance health terminology in a professional context – HLTAN510A**

This unit of competency describes the skills and knowledge required to use appropriate health terminology when reading or writing reports and communicating with clients, their families and other health professionals. This unit includes the following elements

- Health terminology used in the clinical setting
- Health terminology used with clients, their families and other health professionals
- The use of health terminology in context

### **Maintain an effective work environment - HLTHIR501A**

This unit of competency describes the skills and knowledge required to maintain an effective work environment in a health setting by monitoring, coordinating and promoting the implementation of ethical, safe and effective work practices in line with established work requirements. This unit includes the following elements

- Maintenance of a positive approach to health in the workplace
- Professional work standards monitoring
- Working in the health industry context
- Competence development

### **Assess and provide services for clients with complex needs – CHCCS416A**

This unit describes the knowledge and skills required to undertake assessments of more complex client needs and match to services available. This unit includes the following elements

- Assessment and analysis of client needs
- Identification and provision of services to meet client needs
- Evaluation of client service delivery

### **Confirm physical health status – HLTAP401A**

This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status. This unit includes the following elements

- Obtaining information about physical health status
- Physical health status checking
- Identification of variations from normal physical health status



## **Elective Competencies**

### **Implement goal directed care planning – CHCCM702A**

This unit describes the knowledge and skills required to plan care for clients through provision of services and resources aimed at maximising and enhancing their independence and quality of life. This unit includes the following elements

- Care planning to address identified client needs and goals
- Implementation of care plans in conjunction with relevant others
- Monitoring the implementation of client care plan
- Care plan review
- Appropriate response to diversity
- Appropriate response to people with different levels of need including those with complex needs
- Evaluation of client outcomes

### **Undertake research activities - CHCPOL403B**

This unit describes the knowledge and skills required to implement research relevant to operations of the organisation and/or the community. This unit includes the following elements

- Preparation of a research plan
- Implementation of appropriate research strategies
- Organisation and analysis of information

### **Provide community focussed promotion and prevention strategies – CHCPROM503A**

This unit describes the knowledge and skills required to develop and deliver a range of promotion and prevention strategies to the community. This unit includes the following elements

- Identification of promotion and prevention strategies relevant to the specific community
- Preparation for promotion and prevention activities
- Conducting promotion and prevention activities

### **Provide rehabilitation for the older person – REHAB001A**

This competency unit describes the skills and knowledge required by a health care professional to provide rehabilitation services and care for older people. This unit includes the following elements

- Determination of the health status of older Clients
- Working as part of the multidisciplinary health care team for the older client requiring rehabilitation
- Clarification of the impact of the older client's rehabilitation on the client and/or their family
- Contribution to planning and delivery of a rehabilitation program for the older client
- Implementation of a rehabilitation plan for the older client
- Evaluation of the effectiveness of rehabilitation interventions and planned care for older clients



### **Provide rehabilitation in a cardiopulmonary environment – REHAB002A**

This competency unit describes the skills and knowledge required by a health care professional to provide rehabilitation services and care for clients with cardiopulmonary conditions. This unit includes the following elements

- Determination of the health status of clients with acute and/or chronic cardiopulmonary conditions
- Working as part of the multi-disciplinary health care team in caring for client/s with cardiopulmonary impairment
- Clarification of the impact of client's cardiopulmonary condition on the client and/or their family
- Contribution to the planning and delivery of a rehabilitation program for the cardiopulmonary client
- Implementation of the rehabilitation plan for the cardiopulmonary client
- Evaluation of the effectiveness of rehabilitation interventions and planned care

### **Provide rehabilitation in a community environment – REHAB003A**

This unit of competency describes the skills and knowledge required by a health care professional to provide rehabilitation services and care for clients in a community environment. This unit includes the following elements

- Work effectively within the context of community rehabilitation
- The culture of effective communication
- Working as part of the multidisciplinary health care team for the client requiring community rehabilitation
- Facilitation of staff education relevant to the community sector
- Contribution to the planning and delivery of a rehabilitation program for the client in a community environment
- Implementation of the rehabilitation plan for the community client
- Evaluation of the effectiveness of rehabilitation interventions and planned care for clients in a community environment



#### **Provide rehabilitation in a mental health environment – REHAB004A**

This competency unit describes the skills and knowledge required to provide rehabilitation services and care for clients with a mental health condition. This unit includes the following elements

- Determination of the health status of a client with a Mental Health condition
- Working as part of the multidisciplinary health care team for the client requiring mental health care
- Clarification of the impact of client's Mental Health rehabilitation on the client and/or their family
- Contribution to the planning of appropriate care for the client with a mental health problem
- Implementation of the rehabilitation plan for the client with a mental health problem
- Assisting to evaluate the outcomes of planned rehabilitation actions for the client with a mental health problem

#### **Provide rehabilitation in the neurological environment – REHAB005A**

This competency unit describes the skills and knowledge required by a health care professional to provide rehabilitation services and care for clients with neurological injury/illness. This unit includes the following elements

- Determination of the health status of client with neurological conditions
- Working as part of the multidisciplinary health care team for the client requiring rehabilitation following neurological impairment.
- Clarification of the impact of the client's neurological impairment on the client and/or their family
- Contribution to the planning and delivery of a rehabilitation program for clients with a neurological impairment
- Implementation of the rehabilitation plan for a client with a neurological impairment
- Evaluation of the effectiveness of rehabilitation interventions and planned care for clients with a neurological impairment

#### **Provide rehabilitation in the oncology environment – REHAB006A**

This unit describes the skills and knowledge required by a health care professional to provide rehabilitation services and care for clients in an Oncology environment. This unit includes the following elements

- Determination of the health status of client with an Oncology condition
- Working as part of the multidisciplinary health care team for the client requiring Oncology rehabilitation
- Clarification of the impact of client's Oncology on the client and/or their family
- Contribution to the planning and delivery of a rehabilitation program for the Oncology client
- Implementation of the rehabilitation plan for the Oncology client
- Evaluation of the effectiveness of rehabilitation interventions and planned care for clients with Oncology conditions



### **Provide rehabilitation in the orthopaedic environment – REHAB007A**

This competency unit describes the skills and knowledge required to provide rehabilitation services and care for the client with an orthopaedic condition. This unit includes the following elements

- Determination of the health status of clients with orthopaedic conditions
- Working as part of the multidisciplinary health care team for the client requiring rehabilitation following an orthopaedic condition
- Clarification of the impact of client's orthopaedic condition on the client and/or their family
- Contribution to the planning and delivery of a rehabilitation program for the orthopaedic client
- Implementation of the rehabilitation plan for the orthopaedic client
- Evaluation of the effectiveness of rehabilitation interventions and planned care

### **Provide rehabilitation in a sexual and reproductive health care environment – REHAB008A**

This competency unit describes the skills and knowledge required by the health care professional to provide rehabilitation services and care for clients with sexual and reproductive health care needs. This unit includes the following elements

- Determination of the impact of sexual and reproductive health on a client and/or their family
- Working as part of the multidisciplinary health care team for clients requiring sexual or reproductive health care
- Contribution to the planning and delivery of a program that addresses sexual and reproductive healthcare issues
- Implementation of the rehabilitation plan for the clients requiring sexual and reproductive care
- Evaluation of the effectiveness of rehabilitation interventions and planned care for clients with sexual and/or reproductive health conditions
- Contemporary issues in sexual and reproductive health

### **Provide rehabilitation in the spinal injury environment – REHAB009A**

This competency unit describes the skills and knowledge required by the health care professional to provide rehabilitation services and care for clients in a spinal injury environment. This unit includes the following elements

- Determination of the health status of client with spinal injury
- Working as part of the multidisciplinary health care team for the client requiring spinal injury rehabilitation
- Clarification of the impact of client's spinal injury rehabilitation on the client and/or their family
- Contribution to the planning and delivery of a rehabilitation program for the client with a spinal injury
- Implementation of the rehabilitation plan for the client with spinal injury
- Evaluation of the effectiveness of rehabilitation interventions and planned care for clients with spinal injury