

<b>Title</b>	<b>Apply personal plan requirements to meet the needs of people in a health or wellbeing setting</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This entry-level unit standard is for people providing services in a health or wellbeing setting.</p> <p>People credited with this unit standard are able to: describe the purpose and requirements of a personal plan; support people using a strengths-based approach to meet the goals outlined in their personal plan; and report information that affects the delivery of the personal plan, in a health or wellbeing setting.</p>
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<b>Classification</b>	Health, Disability, and Aged Support > Community Support Services
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation and codes relevant to this unit standard include but are not limited to: Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996 (the Code of Rights); Health and Disability Services (Safety) Act 2001; Health and Safety at Work Act 2015; Human Rights Act 1993; Privacy Act 1993.
- 2 New Zealand Standards relevant to this unit standard include but are not limited to: NZS 8134.0:2008 *Health and disability services Standards – Health and disability services (general) Standard*; NZS 8134.1:2008 *Health and disability services Standards – Health and disability services (core) Standards*; NZS 8134.3:2008 *Health and disability services Standards – Health and disability services (infection prevention and control) Standards*; NZS 8158:2012 *Home and community support sector Standard*; available at <http://www.standards.co.nz/>.
- 3 In the context of this unit standard, *support* should aim to maintain, improve, or restore a person's independence and/or interdependence; utilise the person's existing strengths; and – where possible – utilise the resources of the local community.

#### 4 Definitions

*Health or wellbeing setting* includes but is not limited to – the aged care, acute care, community support, disability, mental health, and social services sectors.

*Organisational policies and procedures* – policies, procedures and methodologies of an organisation. They include legislative and regulatory requirements which may apply across a company, a specific site, or a workplace. Requirements are documented in the company's health and safety plans, contract work programmes, quality assurance programmes, policies and procedural documents.

*Person* – a person accessing services. Other terms used for the person may include client, consumer, customer, patient, individual, resident, service user, tūroro, or tangata whai ora.

*Personal plan* – a generic term that covers the individual or group plans (which may also be referred to by other names) that are developed for people receiving support (and may include their family/whānau as appropriate).

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## Outcomes and performance criteria

### Outcome 1

Describe the purpose and requirements of a personal plan in a health or wellbeing setting.

#### Performance criteria

- 1.1 Purpose of a personal plan is described in terms of the organisation's service delivery model.
- 1.2 Requirements of the personal plan are described in terms of the support worker's role and responsibilities.

### Outcome 2

Support people using a strengths-based approach to meet the goals outlined in their personal plan in a health or wellbeing setting.

#### Performance criteria

- 2.1 Support to meet a person's goals is provided in accordance with the provisions of the Code of Rights.
- 2.2 Support is provided in accordance with the personal plan and organisational policies and procedures.

### Outcome 3

Report information that affects the delivery of the personal plan in a health or wellbeing setting.

**Performance criteria**

- 3.1 Issues that should be reported are described in terms of organisational policies and procedures.
- Range issues may include but are not limited to – feedback, goals, change in a person’s condition, a person’s absence from facility or own home, health and safety accidents and/or incidents; evidence is required of two issues.
- 3.2 Reports are provided to supervisor and/or other senior staff in accordance with organisational policies and procedures.

<b>Replacement information</b>	This unit standard replaced unit standard 23454.
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<b>Planned review date</b>	31 December 2021
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	19 March 2015	N/A
Rollover and Revision	2	26 September 2019	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Careerforce [info@careerforce.org.nz](mailto:info@careerforce.org.nz) if you wish to suggest changes to the content of this unit standard.