

Title	Contribute to the preparation and evaluation of reports in a health or wellbeing setting		
Level	4	Credits	4

Purpose	<p>People credited with this unit standard are able to, in a health or wellbeing setting:</p> <ul style="list-style-type: none"> • demonstrate knowledge of a report relevant to own role in a health or wellbeing setting; • contribute to gathering, recording, and communicating information for a report; • evaluate own contribution to a report.
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Classification	Health, Disability, and Aged Support > Allied Health Assistance
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Available grade	Achieved
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Guidance Information

1 Assessment conditions

Evidence for the practical components of this unit standard must be generated in a health or wellbeing setting.

People awarded credit for this unit standard must work under the guidance and delegation of a health professional in accordance with own role and responsibilities and organisational policies and procedures.

Confidentiality issues must be defined through negotiation and informed consent, and criteria established by organisational policies and procedures.

2 Range

Three different reports are required;
may include but are not limited to – handover notes, progress notes, incident reports, hazard reports, accident reports, monitoring reports.

3 Assessment notes

Evidence generated for assessment against this standard must reflect workplace requirements specified in:

- documented organisational policies, procedures, and methodologies;
- applicable health and safety plans, contract work programmes, and quality assurance programmes.

Evidence generated for assessment against this standard must reflect the best practice guidelines and principles specified in:

- NZS 8134.0:2008 *Health and disability services (general) Standard*;
- NZS 8134.1:2008 *Health and disability services (core) Standards*;

- NZS 8158:2012 *Home and community support sector Standard*; available at <http://www.standards.co.nz/>.

4 Definitions

Health or wellbeing setting may include but is not limited to the aged care, acute care, community support, disability, mental health, rehabilitation, social service and youth development sectors.

Health professional refers to a person who is registered with an authority (which is appointed by or under the Health Practitioners Competence Assurance Act 2003) as a practitioner of a particular health profession to deliver health services in accordance with a defined scope of practice.

Organisational policies and procedures are the policies, procedures, and methodologies used in an organisation. They include legislative and regulatory requirements which may apply across an organisation, a specific site, or a workplace. Requirements are documented in organisational health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents such as job descriptors, and employment contracts.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of a report relevant to own role in a health or wellbeing setting.

Performance criteria

- 1.1 The purpose, scope, and audience of a report are identified and explained.
- 1.2 Report structure and process are explained.

Outcome 2

Contribute to gathering, recording, and communicating information for a report in a health or wellbeing setting.

Performance criteria

- 2.1 Information required for the report is gathered.
- 2.2 Information required for the report is recorded and communicated.

Outcome 3

Evaluate own contribution to a report used in a health or wellbeing setting.

Performance criteria

- 3.1 Contribution to the report is evaluated for compliance with organisational policies and procedures.

- 3.2 Areas of success and areas where improvements to own contribution can be made are identified.

Range self-reflection, consultation with manager and/or team leader, relevant co-workers.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 2021	N/A

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

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.