

Title	Prepare and contribute to reports in a health or wellbeing setting		
Level	4	Credits	4

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> • explain the purpose and structure of reports relevant to own role; • describe own role in preparing and contributing to a report; • evaluate own role in preparing and contributing to a report.
----------------	--

Classification	Health, Disability, and Aged Support > Core Health
-----------------------	--

Available grade	Achieved
------------------------	----------

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:
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 values, processes, and protocols required to work with Māori, Pasifika, and people from diverse cultures.

Evidence generated for assessment against this standard must reflect the legislative and regulatory requirements specified in:

- 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 Practitioners Competence Assurance Act 2003;
- Health and Safety at Work Act 2015;
- Human Rights Act 1993;

- Medicines Act 1981;
- Privacy Act 2020.

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*.

NZ standards can be retrieved from <http://www.standards.co.nz/>.

3 Definitions:

Health or wellbeing setting includes but is not limited to: the aged care, acute care, community support, disability, mental health, rehabilitation, social services 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.

Reports may include but are not limited to: handover notes, progress notes, incident reports, hazard reports, accident reports, monitoring reports.

Person is a person accessing services. Other terms used for the person may include client, consumer, customer, patient, individual, resident, or service user.

Outcomes and performance criteria

Outcome 1

Explain the purpose and structure of reports relevant to own role in a health or wellbeing setting.

Range three reports.

Performance criteria

- 1.1 The purpose, audience and scope of the report is identified and explained.
- 1.2 Report structure and process is explained in relation to organisational policy and procedures, ethical practice, and legislation.

Outcome 2

Describe own role in preparing and contributing to a report in a health or wellbeing setting.

Range three reports.

Performance criteria

- 2.1 Own responsibilities for recording and communicating information are described in accordance with organisational policies and procedures.
- 2.2 Information gathering meets criteria stated in organisational policies and procedures, ethical practice, and legislation.
- 2.3 Information for the report is recorded and communicated in accordance with organisational policies and procedures.

Outcome 3

Evaluate own role in preparing and contributing to a report in a health or wellbeing setting.

Range three reports.

Performance criteria

- 3.1 Report preparation and contributions are evaluated in consultation with the delegated health professional.

Planned review date	31 December 2026
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	MM 2021	

Consent and Moderation Requirements (CMR) reference	0024
--	------

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.