

Certified Practicing Nutritionist

Professional Competency Standards




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The Australasian Association and Register
of Practicing Nutritionists (AARPN) LTD

Background

The Australasian Association and Register of Practicing Nutritionists (AARPN) operates in two functions, each with their own distinct governance: AARPN The Certification Body, and AARPN The Association.

AARPN: The Peak Body

AARPN is a peak body representing professional, degree qualified, clinically trained Nutritionists, and is an ordinary member of Allied Health Professions Australia. AARPN: The Association - is a bona fide industry association, which serves to facilitate factors necessary for its members to operate in practice, such as access to TGA Schedule 1 advertising exemption [which underpins independent nutritional therapeutic prescribing capacity] and forms of industry benefits, such as access to private health insurance rebating for Nutrition.

AARPN: The Certification Body

AARPN The Certification Body acts as the entity responsible for governance of the Certified Practicing Nutritionist (CPN) certification program.

Certified Practicing Nutritionist

A Certified Practicing Nutritionist (CPN) is a tertiary educated, degree qualified, clinically trained Nutritionist (Practicing Nutritionist) whose qualifications have been assessed and accepted as meeting the training and competency standards of the Australasian Association and Register of Practicing Nutritionists.

CPNs are bona fide primary care nutrition practitioners who practise Clinical Nutrition, which includes dietary modification (applied within a Clinical Nutrition/Nutritional Medicine paradigm) and the prescribing of dietary supplements for both nutrient repletion and complex nutritional medicine purposes.

The sector within which clinically trained nutritionists operate is self-regulating – independent and distinct from other forms of self-regulation in the dietary services space – and has been formally recognised within Australian government legislation since at least 1989, via the inclusion of clinically trained nutritionists in the Therapeutics Goods Act.

Certified Practicing Nutritionists (CPNs) predominantly work in private practice, either independently or within multidisciplinary clinics, including alongside other allied health professionals and Medical Doctors. While referrals are not required to see a CPN (due to CPNs being primary healthcare providers) GPs are able to refer patients to a CPN – as they are able to refer to any allied health professional who holds expertise pertinent to their patient's needs.

CPNs are recognised by government as eligible for private health insurance rebating, and the profession accordingly has recognition with a range of private health insurance funds.

A CPN should not be confused with a non-clinically trained nutrition scientist who will not have undertaken supervised Clinical Nutrition clinical practicum training, in combination with the required clinical skills theory curricular (i.e. pathophysiology, pharmacology, independent clinical examination, independent complex case taking, counselling, and independent Clinical Nutrition/Nutritional Medicine prescribing).

Clinical Nutrition

Clinical Nutrition is a distinct profession that has its origins in the merging of nutrition science and medicine that occurred in the 1950s (hence its other name of Nutritional Medicine). Because Clinical Nutrition includes (in addition to personalised dietary modification) the independent prescribing of therapeutic supplements for nutrient repletion and complex nutritional medicine purposes, clinically trained nutritionists were given Therapeutic Goods Act Schedule 1 advertising exemption in 1989. Section 42AA of the act recognises clinically trained nutritionists as health professionals and this facilitates exemption from advertising rules and regulations within which the act of prescribing of therapeutic goods is captured – thus underpinning the independent prescribing capacity of CPNs.

In using the term 'nutritionists' the aforementioned legislation refers only to clinically trained nutritionists who independently engage nutritional medicine and are accordingly members of associations that facilitate TGA Schedule 1 exemption. While other dietary services professionals might engage the term 'nutritionist' (in reflection of their nutrition scientist training) – such individuals do not fall under the TGA Schedule 1 42AA provisions because the clinical aspect of their primary profession is considered separate and distinct from that of a clinically trained nutritionist 'Nutritionist'.

By long standing industry norms, only a nutritionist who has undertaken training that facilitates TGA schedule 1 exemption (and thus belong to a TGA schedule 1 exemption facilitating association) is able to claim legitimacy as a nutritionist operating in an independent clinical setting (as a bona fide healthcare professional) and extend the term 'nutritionist' beyond that of a nutrition scientist.

Professional Competencies

The CPN Professional Competencies contained in this document are grouped into the following domains:

1. Communication and Networking
2. Professional Development and Reflection
3. Client Relationship Management
4. Cultural Safety, Cultural Competence, and Diversity
5. Ethical Practices
6. Practice Management
7. Healthcare Systems and Collaboration
8. Evidence-based Practice and Professional Contribution
9. Health Assessment
10. Treatment Planning
11. Prescribe Clinical Nutrition/Nutritional Medicine Treatment
12. Medication Management and Documentation
13. Treatment Implementation and Review
14. Infection Prevention and Control
15. Emergency First Aid Response
16. Workplace Health and Safety
17. Public Health Nutrition

Within these domains are listed the Competency, the Elements, and the Performance Criteria.

Contents

Background.....	2
AARPN: The Peak Body.....	2
AARPN: The Certification Body.....	2
Certified Practicing Nutritionist.....	2
Clinical Nutrition.....	3
Professional Competencies.....	3
Professional Domains, Competencies, Elements, Performance Criteria.....	6
Communication and Networking:.....	6
Competency 1: Contribute to effective workplace relationships.....	6
Professional Development and Reflection:.....	7
Competency 2: Reflect on and improve own professional practice.....	7
Client Relationship Management:.....	8
Competency 5: Establish and manage client relationships.....	8
Cultural Safety, Cultural Competence, and Diversity:.....	10
Competency 10: Work with diverse people.....	10
Competency 11: Promote Aboriginal and/or Torres Strait Islander cultural safety.....	12
Ethical Practices:.....	13
Competency 12: Maintain an effective health work environment.....	13
Practice Management:.....	15
Competency 8: Manage a practice.....	15
Competency 17: Manage Work within a clinical nutritional framework.....	16
Healthcare Systems and Collaboration:.....	18
Competency 6: Engage with health professionals and the health system.....	18
Evidence-based Practice and Professional Contribution:.....	19
Competency 7: Continuously develop professional expertise.....	19
Competency 15: Apply literature research findings to clinical practice.....	20
Health Assessment:.....	21
Competency 3: Confirm physical health status.....	21
Competency 16: Apply a Clinical Nutrition/Nutritional Medicine diagnostic framework.....	22
Competency 18: Perform Clinical Nutrition/Nutritional Medicine health assessment.....	23
Treatment Planning:.....	26
Competency 4: Analyse and respond to client health information.....	26
Competency 19: Plan the nutritional treatment strategy.....	27
Prescribe Clinical Nutrition/Nutritional Medicine Treatment:.....	29
Competency 21: Provide specialised Clinical Nutrition/Nutritional Medicine treatment.....	29
Competency 23: Provide dietary advice.....	31
Medication Management and Documentation:.....	32
Competency 22: Prepare and dispense nutritional/dietary supplements.....	32
Treatment Implementation and Review.....	34
Competency 20: Provide Clinical Nutrition/Nutritional Medicine treatment.....	34
Infection Prevention and Control:.....	35
Competency 13: Comply with infection prevention and control policies and procedures.....	35
Competency 14: Manage the prevention and control of infection.....	36
Emergency First Aid Response:.....	38

Competency 9: Provide first aid.....	38
Workplace Health and Safety:.....	39
Competency 24: Participate in workplace health and safety.....	39
Public Health Nutrition:.....	40
Competency 25: Engage in Public Health Nutrition.....	40

Professional Domains, Competencies, Elements, Performance Criteria

Communication and Networking:

Competency 1: Contribute to effective workplace relationships.

A Certified Practicing Nutritionist has the capabilities to:

- access and analyse information to achieve planned outcomes
- apply techniques for resolving problems and conflicts and dealing with poor performance within organisational and legislative requirements
- review and improve workplace outcomes in consultation with relevant personnel
- adjust interpersonal style and communications to respond to cultural and social diversity
- apply relationship management and communication skills with a range of people that:
 - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust
 - forge effective relationships with internal and/or external people and help to maintain these networks
 - encourage participation and foster contribution of and respect for ideas and feedback
 - provide support to colleagues to resolve difficulties.
- communicate ideas and information to diverse audiences
- develop networks and build team relationships.

C1E1. Seek, receive and communicate information and ideas.

1. Collect information associated with the achievement of work responsibilities from appropriate sources
2. Communicate ideas and information to diverse audiences in an appropriate and sensitive manner
3. Seek contributions from internal and external sources to develop and refine new ideas and approaches in accordance with organisational processes
4. Facilitate consultation processes to allow employees to contribute to issues related to their work, and promptly communicate outcomes of consultation to the work team
5. Promptly deal with and resolve issues raised, or refer them to relevant personnel

C1E2. Encourage trust and confidence.

1. Treat people with integrity, respect and empathy
2. Encourage effective relationships within the framework of the organisation's social, ethical and business standards
3. Gain and maintain the trust and confidence of colleagues, customers and suppliers through competent performance
4. Adjust interpersonal styles and methods in relation to the organisation's social and cultural environment

C1E3. Identify and use networks and relationships.

1. Identify and utilise workplace networks to build relationships
2. Identify and describe the value and benefits of networks and other work relationships for the team and the organisation

C1E4. Contribute to positive outcomes.

1. Identify difficulties and take action to rectify the situation within own level of responsibility according to organisational and legal requirements
2. Support colleagues in resolving work difficulties
3. Regularly review workplace outcomes and implement improvements in consultation with relevant personnel
4. Identify and resolve poor work performance within own level of responsibility and according to organisational policies
5. Deal constructively with conflict, within the organisation's established processes

Professional Development and Reflection:

Competency 2: Reflect on and improve own professional practice

A Certified Practicing Nutritionist has the capabilities to undertake a structured process to reflect on and improve own practice and utilises knowledge of:

- legal and ethical considerations for reviewing and improving own practice, including:
 - o codes of practice
 - o duty of care
 - o rights and responsibilities of workers and employers
 - o work role boundaries – responsibilities and limitations
- models and processes of professional reflection
- professional development opportunities, including:
 - o industry networking
 - o professional associations
 - o training requirements and options
 - o informal and formal ways of learning and developing
- principles and techniques for:
 - o creating a personal development plan
 - o personal goal setting
 - o setting realistic timeframes
 - o measuring progress and performance
- types of work methods and practices which can improve performance
- learning styles and how they relate to different individuals

C2E1. Reflect on own practice.

1. Undertake self-evaluation in conjunction with supervisors and/or peers
2. Reflect on and recognise the effect of values, beliefs and behaviour in practice
3. Share two-way, open and evaluative feedback with co-workers or peers
4. Actively seek and reflect on feedback from clients, organisations or other relevant sources

C2E2. Enhance own practice.

1. Determine improvements needed based on own evaluation and feedback from others
2. Identify potential support networks both internal and external to the organisation
3. Seek specialist advice or further training where need is identified
4. Recognise requirements for self-care and identify requirements for additional support
5. Devise, document and implement a self-development plan that sets realistic goals and targets

C2E3. Facilitate ongoing professional development.

1. Access and review information on current and emerging industry developments and use these to improve practice
2. Assess and confirm own practice against ethical and legal requirements and opportunities
3. Identify and engage with opportunities to extend and expand own expertise
4. Regularly participate in review processes as a commitment to upgrading skills and knowledge

Client Relationship Management:

Competency 5: Establish and manage client relationships

A Certified Practicing Nutritionist has the capabilities to establish and manage client relationships and boundaries appropriately including situations involving difficult or challenging behaviour. This includes utilising knowledge of:

- legal and ethical considerations for establishing and managing client relationships and how these are applied:
 - privacy, confidentiality and disclosure
 - human rights
- work role boundaries including:
 - responsibilities and limitations
 - appropriate sexual, physical and emotional boundaries
 - use of enquiry only as appropriate and necessary
 - awareness of potential client transference
 - staying within area of expertise
- modes and techniques for effective communication, including:
 - active listening, questioning, clarifying, advising
 - empathy, trust and respect
 - appropriate verbal and non-verbal communication
 - use of communication aids
 - tone and presentation
- role of motivational interviewing during client interactions to facilitate:
 - client support
 - case taking
 - negotiation with client
 - education of client
 - information giving
- techniques for motivational interviewing:
 - attending skills, use of body language
 - paraphrasing
 - reflecting feelings
 - open and closed questioning or probing
 - summarising
 - reframing

- o exploring options
- o normalising statements
- barriers and influences on communication and ways to respond:
 - o language
 - o culture
 - o religion
 - o emotional state
 - o disability
 - o health
 - o age
 - o presence of children and/or spouse
- techniques for dealing with difficult communication situations:
 - o managing emotions
 - o defusing anger
 - o clarifying the issues
 - o maintaining composure and professional attitude
 - o providing support
 - o seeking assistance
- types of information to be provided to the client (as relevant):
 - o appointment details, directions
 - o costs and payment options
 - o client options, service information, referral details
 - o general health and self-care information
 - service provider credentials or information

C5E1. Establish professional relationship with the client.

1. Establish relationship within appropriate professional boundaries
2. Build trust and respect through use of effective communication techniques
3. Identify and respond to client special needs
4. Communicate in ways that take account of cultural considerations
5. Exercise discretion and confidentiality

C5E2. Manage client interactions.

1. Use a collaborative and person-centred approach when working with clients
2. Use motivational interviewing as a basis for client interactions
3. Seek client information respectfully and sensitively, using purposeful, systematic and diplomatic questions
4. Support the client to identify and articulate key information that supports the provision of service
5. Encourage clients to voice queries or concerns and address these appropriately
6. Respond to difficult or challenging behaviour using established techniques
7. Always maintain professional integrity and boundaries
8. Work within scope of role and identify and respond to situations where interactions suggest the need for client referral

C5E3. Provide effective responses to client enquiries.

1. Select the most appropriate mode of communication for the information being provided
2. Use language and terminology that the client will understand
3. Present information clearly and with sufficient detail to meet client needs
4. Confirm with client that the information has been understood and address any unresolved issues

Cultural Safety, Cultural Competence, and Diversity:

Competency 10: Work with diverse people

A Certified Practicing Nutritionist has the capabilities to:

- Recognise and respect the needs of people from diverse social and cultural backgrounds
- Select and use appropriate verbal and non-verbal communication
- Recognise situations where misunderstandings may arise from diversity and form appropriate responses

This includes utilising knowledge of:

- concepts of cultural awareness, cultural safety and cultural competence and how these impact different work roles
- concepts and definitions of diversity
- own culture and the community attitudes, language, policies and structures of that culture and how they impact on different people and groups
- features of diversity in Australia and how these impact different areas of work and life:
 - political
 - social
 - economic
 - cultural
- legal and ethical considerations (international, national, state/territory, local) for working with diversity, how these impact individual workers, and the consequences of breaches:
 - discrimination:
 - age
 - disability
 - racial
 - sex
- human rights:
 - Universal declaration of human rights
 - relationship between human needs and human rights
 - frameworks, approaches and instruments used in the workplace
 - rights and responsibilities of workers, employers and clients, including appropriate action when rights are being infringed or responsibilities not being carried out
- key areas of diversity and their characteristics, including:
 - culture, race, ethnicity
 - disability
 - religious or spiritual beliefs
 - gender, including transgender intersex
 - generational
 - sexual orientation/sexual identity
- key aspects, and the diversity, of Australia's Aboriginal and/or Torres Strait Islander cultures, including:
 - social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people
 - own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services
- potential needs of marginalised groups, including:
 - protective factors
 - physical, mental and emotional health issues/care needs

- o consideration of impacts of discrimination, trauma, exclusion and negative attitudes
- o resources that support individuals and organisations to embrace and respond to diversity
- o language and cultural interpreters
- o imagery
- influences and changing practices in Australia and their impact on the diverse communities that make up Australian society
- impact of diversity practices and experiences on personal behaviour, interpersonal relationships, perception and social expectations of others

C10E1. Reflect on own perspectives.

1. Identify and reflect on own social and cultural perspectives and biases
2. Work with awareness of own limitations in self and social awareness
3. Use reflection to support own ability to work inclusively and with understanding of others
4. Identify and act on ways to improve own self and social awareness

C10E2. Appreciate diversity and inclusiveness, and their benefits.

1. Value and respect diversity and inclusiveness across all areas of work
2. Contribute to the development of workplace and professional relationships based on appreciation of diversity and inclusiveness
3. Use work practices that make environments safe for all

C10E3. Communicate with people from diverse backgrounds and situations.

1. Show respect for diversity in communication with all people
2. Use verbal and non-verbal communication constructively to establish, develop and maintain effective relationships, mutual trust and confidence
3. Where a language barrier exists, use effective strategies to communicate in the most efficient way possible
4. Seek assistance from interpreters or other persons according to communication needs

C10E4. Promote understanding across diverse groups.

1. Identify issues that may cause communication misunderstandings or other difficulties
2. Where difficulties or misunderstandings occur, consider the impact of social and cultural diversity
3. Try to sensitively resolve differences, taking account of diversity considerations
4. Address any difficulties with appropriate people and seek assistance when required

Competency 11: Promote Aboriginal and/or Torres Strait Islander cultural safety

A Certified Practicing Nutritionist has the capabilities to: involve Aboriginal and/or Torres Strait Islander people in the planning and delivery of services and programs including:

- Promoting Aboriginal and/or Torres Strait Islander cultural safety in the workplace
- Awareness of the history and the impact of European settlement, loss of land and culture and the importance of law and kinship.
- Evaluating ways to improve communication with Aboriginal and/or Torres Strait Islander peoples who may be clients or colleagues.

This includes utilising knowledge of:

- Aboriginal and/or Torres Strait Islander cultural safety in the community services and health context, and its relationship with:
 - cultural awareness
 - cultural competence
 - legislative context for Aboriginal and/or Torres Strait Islander cultural safety
 - the diversity of Aboriginal and/or Torres Strait Islander cultures
- historical, social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people and their engagement with community services and health systems, including:
 - impact of European settlement
 - loss of land and culture
 - racism and discrimination
 - past and present power relations
- own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services
- factors that contribute to Aboriginal and/or Torres Strait Islander ill health and common diseases experienced by these groups of people:
 - impact of trauma on individuals' ability for:
 - decision-making
 - communicating
 - understanding
 - retaining information

C11E1. Identify cultural safety issues in the workplace.

1. Identify the potential impact of cultural factors on service delivery to Aboriginal and/or Torres Strait Islander clients
2. Identify critical issues that influence relationships and communication with Aboriginal and/or Torres Strait Islander people
3. Establish key aspects of cultural safety in consultation with Aboriginal and/or Torres Strait Islander people
4. Evaluate the extent to which cultural safety is integrated in own work and workplace

C11E2. Model cultural safety in own work.

1. Ensure work practices are grounded in awareness of one's own cultural bias
2. Reflect awareness of own and other cultures in work practices
3. Use communication techniques and work practices that show respect for the cultural differences of Aboriginal and/or Torres Strait Islander people
4. Engage with Aboriginal and/or Torres Strait Islander interpreters and colleagues as cultural brokers, according to situation needs

C11E3. Evaluate cultural safety strategies.

1. Agree outcomes against which cultural safety strategies can be measured

2. Involve Aboriginal and/or Torres Strait Islander people in evaluations
3. Evaluate programs and services against desired outcomes
4. Revise strategies based on evaluation with appropriate engagement of Aboriginal and/or Torres Strait Islander people

Ethical Practices:

Competency 12: Maintain an effective health work environment

A Certified Practicing Nutritionist has the capabilities to: maintain duty of care, confidentiality of information and ethical decision-making in relation to own and others' work duties and responsibilities and apply knowledge of the ramifications of breaches of duty of care, confidentiality, ethical guidelines and other relevant policies and legislation. They can:

- Identify own responsibilities within the workplace
- Analyse implementation of workplace procedures and their outcomes to identify areas for improvement
- Apply functional literacy skills needed for written and oral information about workplace requirements
- Apply high-level decision-making and problem-solving skills as required to monitor decision-making processes and provide constructive input to assist others
- Use high-level communication skills as required by specific work role, including:
 - interpreting and implementing complex verbal and/or written instructions
 - providing information and ensuring understanding
 - reporting incidents in line with organisation requirements
 - seeking clarification of information provided by others
- Create and promote opportunities to enhance sustainability in the workplace
- Apply understanding of good personal hygiene and risk associated with poor hygiene

This includes utilisation of knowledge of:

- What constitutes a breach and potential ramifications of such breaches
- Details of accreditation processes and quality improvement practices
- Implications of relevant legislation, including:
 - access and equity
 - anti-discrimination
 - infection control
 - work health and safety (WHS)
 - privacy
- Principles underpinning client-centred health care
- Principles of client safety
- Organisation procedures relating to:
 - emergency response
 - fire safety
 - safe disposal of goods/waste/biohazards
 - security
 - sustainability in the workplace, including environmental, economic, workforce and social sustainability
- Role, function and objectives of the organisation, and relevance to specific workplace requirements
- Understanding of relevant organisation procedures, policies, awards, standards and legislation and their application in the workplace
- Terms and conditions of employment for staff members

C12E1. Promote ethical work practices.

1. Monitor decision-making to ensure ethical guidelines are followed and underlying ethical complexity is recognised
2. Ensure understanding and compliance with the principles of duty of care and legal responsibilities in all work undertaken
3. Ensure appropriate action is taken to address any breach or non-adherence to standard procedures or adverse event
4. Monitor work practices to ensure confidentiality of any client matter in line with organisation policy and procedure
5. Promote respect for rights and responsibilities of others through considered application of work practices
6. Apply and promote knowledge and understanding of employee and employer rights and responsibilities in all work practices
7. Identify potential conflict of interest in the workplace and take action to avoid and/or address

C12E2. Support culture of effective communication.

1. Monitor and address communication issues in the workplace
2. Monitor oral and written communication in the workplace to ensure confidentiality of client and staff matters
3. Monitor workplace communication to support accuracy and understanding of information provided and received
4. Promote recognition of individual and cultural differences in the workplace and support any adjustments to communication needed to facilitate the achievement of identified outcomes
5. Promote and support a client-centred approach to health care throughout interpersonal communication with clients and colleagues
6. Promote and assist with the resolution of conflict and interpersonal differences in the workplace

C12E3. Maintain a positive approach to health in the workplace.

1. Monitor work practices to ensure they contribute to maintaining an effective and client-centred approach to health
2. Monitor implementation of work practices to ensure clients are included in shared decision-making as partners in health care
3. Support and maintain a workplace culture of promoting good health by sharing health information
4. Monitor and maintain workplace focus on preventing ill health and minimising risk
5. Monitor and maintain workplace focus on processes and procedures to manage stress and prevent fatigue

Practice Management:

Competency 8: Manage a practice

A Certified Practicing Nutritionist has the capabilities to establish and manage a practice including:

- Accurately recording financial transactions
- Applying time management skills
- Assessing competencies of clinic staff appropriate to size/scope of clinic
- Assessing human resources appropriate to size/scope of clinic
- Demonstrating self-awareness skills
- Managing finances
- Managing meetings
- Preparing and managing payroll and maintaining payroll records as appropriate
- Preparing business plans
- Preparing cash flow forecasts
- Promoting, implementing and managing work attitudes and practices that reflect awareness of the importance of a range of aspects of sustainability
- Providing clinic guidelines, policies and procedures
- Reviewing clinic job descriptions and hierarchical structures
- Reviewing training/career pathway strategies appropriate to the size/scope of clinic

To this end, a Certified Practicing Nutritionist has knowledge of:

- Relevant statutory and regulatory requirements which affect the proposed small business including relevant child protection legislation
- ATO requirements
- Business risks and measures to manage or minimise risks
- Business systems
- Contractual rights and responsibilities
- Effective monitoring systems
- Forms and sources of finance
- Industrial awards and agreements
- Insurance requirements
- Key operational concepts and procedures
- Legal and regulatory aspects of employing or contracting human resources
- Legal rights and responsibilities
- Meeting procedures
- Methods of monitoring performance
- Operational factors relating to the business (provision of professional services, products)
- Options for meeting human resource requirements and the implications of each option
- Planning and control systems (sales, advertising and promotion, distribution and logistics)
- Production and planning techniques
- Record keeping requirements
- Specialist services available and charges
- Stock control methods and procedures
- Support networks
- Various methods producing financial reports, payroll procedures and employee statutory records
- Appropriate practices to ensure efficient use of power and other resources

C8E1. Establish the practice.

1. Prepare a business plan
2. Establish policies and procedures
3. Ensure required resources are available
4. Comply with statutory and regulatory requirements

C8E2. Implement financial management procedures.

1. Manage the finances of the business
2. Establish systems for financial documentation
3. Record information for financial reports

C8E3. Implement practice management strategies.

1. Implement operational strategies
2. Implement marketing strategies
3. Plan and manage meetings
4. Monitor stock levels and supplies

C8E4. Implement personnel management strategies.

1. Implement support strategies to support staff
2. Develop human resource strategies
3. Manage payroll and employee records if necessary
4. Manage diversity appropriately

Competency 17: Manage Work within a clinical nutritional framework

A Certified Practicing Nutritionist has the capabilities to work within the values and philosophies in the evidence based Clinical Nutrition/Nutritional Medicine framework including:

- Communicating with people from a range of diverse cultural and linguistic backgrounds in both one-to-one and group settings
- Correctly identifying information needs
- Seeking out and implementing new industry findings and practices
- Creating and managing appropriate documentation
- Building collaborative teams
- Reviewing performance
- Providing leadership, coaching and/or mentorship
- Knowing relevant practice/organisational guidelines and legislation
- Knowing relevant products and services
- Identifying ethical issues
- Promoting, implementing and managing work attitudes and practices that reflect awareness of the importance of a range of aspects of sustainability

This includes utilising knowledge of:

- Communication skills in one-to-one and group settings
- Ethical issues in management
- Ethical issues in Clinical Nutrition/Nutritional Medicine
- How Clinical Nutrition/Nutritional Medicine works with the conventional medical model
- Industry standards
- Management issues and responsibilities
- WHS requirements in the workplace
- Philosophy of scientific evidence-based practice
- Sociology of health and the health care system
- Team development practices
- The current political context of healthcare
- The dynamic interchange between the physical, mental, social, environmental and spiritual landscape in health and disease
- The integration of medical and nutritional approaches to health
- The principles and practices of Clinical Nutrition/Nutritional Medicine practice
- The philosophy, principles and practices of other allied health therapies

- The qualitative, quantitative, and cultural lines of evidence used in Clinical Nutrition/Nutritional Medicine
- The rationalistic, analytical approach to an understanding of disease
- The history of Clinical Nutrition/Nutritional Medicine

C17E1. Communicate knowledge of Clinical Nutrition/Nutritional Medicine principles and practices.

1. Effectively communicate the methods of diagnosis and treatment practices on a one-to-one or group basis
2. Explain the central philosophies and historical developments
3. Integrate recent and new developments into client services

C17E2. Demonstrate commitment to ethical work practices.

1. Maintain confidentiality of client by storing and disposing of records according to legal and organisational requirements
2. Periodically review work practices to ensure skills and practices are kept current
3. Show respect for staff and client rights
4. Adhere to legal, regulatory and organisational guidelines
5. Implement measures to ensure accountability for professional practices

C17E3. Manage workplace relationships.

1. Use effective communication and interpersonal skills to ensure all workplace interactions contribute to achievement of practice objectives and promotion of the practice
2. Ensure workplace relations reflect consideration of the full range of individual and cultural differences
3. Deal with issues related to the wellbeing of work colleagues promptly and in accordance with organisational procedures
4. Handle potential and actual workplace conflicts to minimise disruption

C17E4. Manage the achievement of quality standards.

1. Establish and practise personal hygiene and infection control guidelines throughout the organisation
2. Undertake hazard control measures and reporting procedures according to clinic guidelines
3. Review individual and practice/organisational performance against established standards

C17E5. Ensure ongoing development of self and team.

1. Monitor own performance against workplans, practice/organisational objectives and client needs
2. Seek out and access opportunities for formal and informal development of skills and knowledge
3. Monitor individual performances and ensure opportunities to develop and enhance team performance are accessed where appropriate
4. Provide effective coaching and mentoring to contribute to development of appropriate workplace knowledge, skills and attitudes

Healthcare Systems and Collaboration:

Competency 6: Engage with health professionals and the health system

A Certified Practicing Nutritionist has the capabilities to engage with the Australian Healthcare System and refers appropriately. This includes utilising knowledge of:

- structure, function and interrelationships of the Australian health care system
- health care professions and allied health services, how they interrelate and their relationship to specific area of practice
- scope of own practice and limitations of own role within the health system
- health system funding and financial structures, and implications for practice and clients
- public and private systems
- health fund eligibility
- current and emerging health industry issues
- other services to which the practitioner may refer clients
- referral reports that:
 - include appropriate information
 - use appropriate structure
 - include appropriate recommendations

C6E1. Use health care systems and services.

1. Identify health care systems and services with links to own practice
2. Research and maintain information about other health services to support own practice
3. Offer current and accurate information about other health care services
4. Provide clear and accurate information to clients about their financial and eligibility issues
5. Identify and use opportunities to maintain, extend and update knowledge

C6E2. Interact with health professionals.

1. Establish effective relationships with workers from different sectors and levels of the industry according to work role
2. Use accepted industry language and terminology when sharing information
3. Work collaboratively to both seek and share information

C6E3. Make referrals to health professionals.

1. Determine need for referral to other professional health services based on client needs and assessment indications
2. Clearly communicate the need for referral to the client and explain rationale
3. Ensure referral occurs with consent of client and within confidentiality standards
4. Write referral report, including clear and accurate information about results of own testing or assessment
5. Structure information logically, using language that will be understood by the report recipient
6. Make recommendations within scope of own practice and expertise

Evidence-based Practice and Professional Contribution:

Competency 7: Continuously develop professional expertise

A Certified Practicing Nutritionist has the capabilities to engage knowledge of research strategies, research techniques, statistical analysis and time management strategies to:

- Collect, organise and analyse research data
- Communicate industry specific information
- Engage literacy, numeracy and computer skills
- Deliver presentations
- Write reports
- Identify and communicate research findings with others
- Participate in professional development activities
- Manage own time effectively

In the context of:

- Their own personal and professional strengths and weaknesses
- Professional development activities available
- Recent issues and events affecting the industry
- Relevant reference works
- Research issues and their application
- The historical, theoretical and philosophical aspects of the field of practice

C7E1. Seek out and apply scientific information.

1. Utilise a variety of methods to collect and evaluate data in the clinical setting
2. Access and evaluate scientific literature on the theory and practice of Clinical Nutrition/Nutritional Medicine
3. Give case presentations and/or literature reviews in a public/peer setting

C7E2. Implement reflective learning practices.

1. Evaluate and compare new treatments, protocols and other new ideas
2. Transfer skills and competencies to new contexts
3. Use knowledge of the historical, theoretical and philosophical aspects of the field of practice to improve existing practices
4. Identify strengths and weaknesses and implement measures to improve these

C7E3. Contribute to the development of professional practices.

1. Establish links with other healthcare professionals using a knowledge of local, community and hospital-based services
2. Maintain membership of relevant professional association/s
3. Actively pursue participation in professional development activities
4. Monitor progress of professional on a regular basis

C7E4. Critically evaluate specific research.

1. Implement research strategies
2. Identify stakeholders and their communication needs
3. Identify research requirements
4. Analyse research information and data
5. Report research

Competency 15: Apply literature research findings to clinical practice

A Certified Practicing Nutritionist has the capabilities to (1) access and critically evaluate reference material on the effects of nutritional medicines and treatments on various health conditions and clinical presentations and in the maintenance of well-being, and (2) access and critically evaluate reference material on the effects of current conventional drug therapies and their withdrawal, interactions between nutritional medicines and drugs, interactions between nutritional medicines, adverse effects and contra-indications of nutritional medicines and treatments.

They can:

- Identify information needs and plan information gathering strategies
- Access and interpret up-to-date information
- Identify and access a range of primary, secondary, new and established information sources
- Identify and access relevant reference works and information sources
- Critically evaluate information regarding validity and credibility
- Critically evaluate research
- Use interpersonal and questioning skills
- Extrapolate case study information to new cases
- Interpret common terminology used in statistical analysis
- Prioritise usefulness of information to treatment of individual cases
- Recognise common terminology used in medical, allied health and nutritional medicine research
- Recognise statistical terminology and understand the significance of common statistical analysis
- Appropriately record details of information findings
- Communicate information through written or verbal media
-

C15E1. Manage information needs.

1. Assess currency of information
2. Define clinical information needs
3. Record information findings

C15E2. Access information.

1. Identify and use contemporary primary and secondary sources of information
2. Identify and use established sources of information
3. Collect and collate Information

C15E3. Evaluate information.

1. Compare and contrast primary and secondary sources of information
2. Establish relevance of information to clinical treatment strategy within a Clinical Nutrition/Nutritional Medicine health framework
3. Prioritise relevant information
4. Correlate information findings with individual clinical case presentation

C15E4. Apply information to treatment strategy.

1. Apply information to individualised treatment strategy
2. Integrate information findings with existing treatment strategy
3. Implement relevant findings into clinical practice

Health Assessment:

Competency 3: Confirm physical health status

A Certified Practicing Nutritionist has the capabilities to correctly interpret and use anatomical and physiological client information to check the physical health status of clients. This includes utilising knowledge of:

- role responsibilities and limitations for different members of the care team in relation to checking client health status
- concepts underpinning human anatomy and physiology, including:
 - levels of structural organisation of body systems
 - human life processes
 - homeostasis and the relationship between homeostatic imbalance and disease
- structure and function of human body systems and their interactions:
 - cells, tissues and organs
 - cardiovascular system
 - respiratory system
 - muscular-skeletal system
 - endocrine system
 - digestive system
 - urinary system
 - reproductive system
 - integumentary system
 - lymphatic system
 - nervous system, including sensory systems – eye and ear
 - the special senses – smell, taste, vision, equilibrium and hearing
 - immune system
- anatomical and medical terminology:
 - when referring to the human body
 - when taking measurements in different body systems
- common disorders, problems and complaints and their signs and symptoms, associated with each body system and its components relevant to the area of work
- basic pharmacology in relation to cautions and contraindications for relevant health procedures
- causes of disease – physical, mental and emotional, and key features of each cause:
 - pathogens
 - inherited genetic conditions
 - trauma, toxins and other environmental hazards
 - nutritional factors
 - impacts caused by health interventions (iatrogenic)
 - degenerative changes in vital organ systems
 - the loss of normal control mechanisms such as the uncontrolled growth of cancer cells
- major types of cellular adaptation
- processes of metabolism, nutrition, body temperature regulation, biological maturation, inheritance and ageing
- Oral health disease of the mouth and teeth including edentulous (no-natural teeth) and dentate (having natural teeth)
- variations from normal functioning and appropriate responses in terms of:
 - referral to an appropriate medical, dental, nursing or other allied health professional
 - provision of appropriate health care services
- Genetics in the context of precision medicine

C3E1. Obtain information about physical health status.

1. Obtain accurate information about physical health status through observation, questioning or review of documentation
2. Interpret information based on understanding of the structure and functioning of body systems
3. Use information to identify any actual or potential problems regarding health status
4. Consider factors that may have impacted on an identified physical condition

C3E2. Check physical health status.

1. Make checks of client health status prior to delivery of health intervention using knowledge of body systems
2. Clarify significance of physical health status in relation to an intervention in line with job role and organisation requirements
3. Clarify implications and significance of physical health status with appropriate people in the case of uncertainty or limits on own capability or authority

C3E3. Identify variations from normal physical health status.

1. Identify variations from normal health status using standard methods and protocols
2. Identify potential factors responsible for significant variations from normal health status
3. Identify potential risk factors associated with variations from normal health status
4. Recognise and refer potentially serious issues in line with organisation requirements

Competency 16: Apply a Clinical Nutrition/Nutritional Medicine diagnostic framework

A Certified Practicing Nutritionist has the capabilities to formulate a diagnosis based on Clinical Nutrition/Nutritional Medicine principles. This includes the ability to:

- Access and interpret up-to-date information
- Communicate with a range of individuals from diverse backgrounds and cultures
- Apply differential assessment
- Apply nutritional principles to diagnosis
- Apply differential diagnostic skills
- Prioritise presenting conditions
- Establish urgency for treatment required
- Write referrals, appraisal letters and other documentation

This includes utilisation of knowledge of:

- Different schools of thought and theories of clinical practice
- The principles of nutrition
- Possible interactions between supplements, foods and medications
- Anatomy and physiology of the body systems
- Disease process
- Signs and symptoms of disease and disorder/dysfunction
- Types of further investigation available
- Relevant testing and assessment options and procedures
- Referral processes

C16E1. Analyse and interpret information received.

1. Correlate results of the health assessment with case history

2. Recognise and identify signs and symptoms of condition in the client as pre-requisites for treatment/care
3. Assess information and assign priorities in consultation with the client using a knowledge of nutritional principles
4. Gather, record and organise information in a way which can be interpreted readily by other professionals
5. Analyse and differentiate patterns by assessing signs and symptoms
6. Identify condition according to stage and related implications (e.g. acute/chronic) by applying principles of diagnosis
7. Use professional judgement to draw sound conclusions and prognosis from the data collected
8. Elicit diagnostic signs and symptoms in a thorough and objective manner to avoid premature conclusions
9. Systematically monitor client progress to confirm the initial diagnosis or clinical impression

C16E2. Critically evaluate diagnosis.

1. Apply an ongoing critical evaluation of diagnosis
2. Select appropriate diagnostic tools/methods
3. Carry out a re-evaluation of the case when considered necessary
4. Combine history and clinical data to obtain a differential diagnosis, diagnosis and prognosis

C16E3. Inform the client.

1. Discuss the rationale of the diagnosis/prognosis with the client
2. Respond to client enquiries using language the client understands
3. Discuss referral and collaborative options with the client if necessary

Competency 18: Perform Clinical Nutrition/Nutritional Medicine health assessment

A Certified Practicing Nutritionist has the capabilities to make a comprehensive assessment of the client as relevant to Clinical Nutrition/Nutritional Medicine in practice and manage the health assessment of the client as relevant to Clinical Nutrition/Nutritional Medicine practice including:

- Determining the scope of the assessment and client needs
- Communicating effectively with a range of people from diverse cultural and linguistic backgrounds
- Obtaining and recording an accurate history of the client including accessing and interpreting up-to-date client information through:
 - Conducting external physical examination
 - Using a range of medical equipment used in external physical examinations competently and safely
 - Previous medical reports
 - Client interview
- Detecting and recording of symptoms and signs present including precipitating factors, relieving factors and associated manifestations
- Identifying location, stage and characteristics of disease when appropriate
- Writing of reports and use of terminology correct to discipline
- Respecting practitioner/client boundaries
- Applying appropriate and legally compliant methods of keeping medical records

This includes utilising knowledge of critical information required for diagnosis and treatment according to Clinical Nutrition/Nutritional Medicine framework including:

- Anatomical terminology and levels of organisation
- Anatomy and physiology according to various stages of life
- Biochemistry
- Nutritional genomics
- Clinical features and pathophysiology of common bacterial and viral diseases to assess, stage, severity and likely prognosis
- Factors affecting transmission of disease and choice of treatments of common infectious diseases
- Identification of infectious organism, indications, complications, epidemiology, occurrence, mode of transmission, vectors, incubation period, period of communicability, presentation, diagnosis, treatment, management and prevention
- Knowledge and understanding of:
 - anatomical systems including muscular-skeletal - including muscles, bones, cartilage, joints, head, upper trunk, upper limb, pelvis, lower limb
 - cardiovascular including haemopoietic - including vascular system, spleen, heart and pericardium, systemic arteries, systemic veins, portal veins, foetal circulation
 - ENT and special senses - including hearing and equilibration, vision, smell, taste
 - gastrointestinal - including mouth, salivary glands, tongue, pharynx, oesophagus, abdomen and peritoneum, stomach, small intestine, large intestine, liver, biliary system, pancreas
 - lymphatic - including thoracic viscera, abdominal and pelvic viscera, alimentary tract, urinary and genital systems, trunk and limbs, deep and superficial lymph nodes
 - nervous - including peripheral, autonomic and central nervous systems
 - respiratory - including larynx, trachea, lungs and mediastinum, pleura
 - urogenital (reproductive and urinary) and endocrine - including kidneys, ureter and bladder, male genital organs, female genital organs, thyroid, parathyroid glands, pituitary gland, adrenal gland, thymus gland
 - Pathophysiology and disease processes of common clinical diseases and interactivity between them, to the level necessary to support the making of a screening assessment and assessment of the client's condition to support the practice of Clinical Nutrition/Nutritional Medicine
 - Pathophysiology and disease processes affecting the nervous system
 - cardiovascular system - blood, clotting, erythropoietin, cardiac cycle
 - central and peripheral nervous tissue, brain, spinal cord and associated nerves, sensory, motor and integrative systems, autonomic nervous system
 - endocrine system - thyroid, parathyroid and adrenal glands, pancreas, calcium and bone metabolism, pituitary gland, pineal gland
 - ENT and special senses - vision, hearing, smell, taste
 - lymphatic system - immunity, allergy
 - respiratory system - pulmonary function, gas transport, regulation of respiration, respiratory adjustments
 - urogenital system - renal function, fluid balance, male and female reproductive systems, musculoskeletal system - processes affecting joints, muscles, tendons, ligaments and bones
- Philosophical approach to diagnosis and treatment
- Physiology including:
 - basic physiology - including physiology of muscular-skeletal system - muscles, posture and movement; nervous system - central, peripheral and automatic nervous systems
 - cardiovascular system - heart, circulation
 - ENT and other senses - hearing and equilibration, vision, smell, taste
 - gastrointestinal - motility, secretions, movement of food, digestion and absorption
 - general physiology - including cell structure and function, metabolism, levels of organisation in the body
 - lymphatic system - lymph, immunity and allergy
 - respiratory system - pulmonary function
 - urogenital and endocrine - renal function, micturition, extracellular fluid, metabolism, thyroid gland, hormones, and reproduction
- Physical signs and symptoms of wellbeing and disease

- Relevant testing and assessment options and procedures
- Symptomology and pathology according to Clinical Nutrition/Nutritional Medicine practice
- Correct terminology for the discipline
- Ethical and legal implications of enquiry

- The cost benefit ratio of special tests or studies
- The legal and ethical requirements for confidentiality
- Time management requirements during consultation

C18E1. Determine the scope of the assessment and client needs.

1. Establish client's purpose for consultation and identify the symptoms experienced
2. Determine client's eligibility for service sought
3. Explain services able to be provided and limits of available services
4. Explore and clarify client's expectation of the service/practitioner
5. Identify factors likely to have a negative impact on assessment in consultation with the client and implement strategies to minimise the effects of these factors wherever possible
6. Define personal abilities, level of professional competence and parameters of role to the client
7. Refer client to other health care providers where their needs are identified as beyond the scope of the services able to be provided, or if in the opinion of the practitioner their needs are best met by doing so
8. Identify and promote legal rights of the client

C18E2. Obtain and record an accurate history of the client.

1. Seek client history from the client in a respectful way with all enquiries asked in a purposeful, systematic and diplomatic manner
2. Collect and record accurate, relevant and well organised information in a manner which can be interpreted readily by other professionals
3. Ensure information is treated and stored in a confidential manner

C18E3. Manage the health assessment.

1. Obtain informed client consent prior to conducting tests in accordance with legislative requirements
2. Investigate abnormal findings in a deliberate, logical and appropriate manner
3. Assess the reliability of data obtained and establish, where possible, appropriate clinical correlation with client's presenting condition
4. Use questions to clarify results and gain further information in a manner relevant to client needs and test results
5. Determine need to carry out laboratory tests based on the integration of previously obtained clinical data and history
6. Adhere to laboratory and legislative protocol required in ordering tests
7. Allow adequate time during consultation to gather critical information
8. Identify and minimise factors that may interfere with the information gathering process
9. Identify, establish and maintain essential requirements for the maintenance of clinical and practitioner hygiene
10. Anticipate any potential sensitivities of the client and adapt approach to take these into account, while ensuring the maintenance of client dignity

C18E4. *Make a comprehensive assessment of the client.*

1. Observe and identify signs of disease/condition according to Clinical Nutrition/Nutritional Medicine framework
2. Seek specific details of signs and symptoms of the presenting complaint/s or health conditions
3. Employ other assessment techniques as appropriate
4. Record, accurately, all information in a systematic manner

Treatment Planning:

Competency 4: Analyse and respond to client health information

A Certified Practicing Nutritionist has the capabilities to analyse the health information and planned services for clients and assess client health status based on:

- observations
- physical assessments
- interpretation of client tests.

This includes utilising knowledge of:

- role responsibilities and limitations for different members of the care team in relation to analysing health information and providing services
- concepts underpinning human anatomy and physiology, including:
 - levels of structural organisation of body systems
 - human life processes
 - homeostasis and the relationship between homeostatic imbalance and disease
- variations and abnormal findings of the structure and function of human body systems and their interactions:
 - cells, tissues and organs
 - cardiovascular system
 - respiratory system
 - muscular-skeletal system
 - endocrine system
 - digestive system
 - urinary system
 - reproductive system
 - integumentary system
 - lymphatic system
 - nervous system, including sensory systems – eye and ear
 - the special senses – smell, taste, vision, equilibrium and hearing
 - immune system
- anatomical and medical terminology:
 - when referring to the human body
 - when taking measurements in different body systems
- common disorders, problems and complaints associated with each body system and its components relevant to the services being provided
- analysis of abnormal findings from diagnostic procedures and physical assessment
- pathophysiology of diseases associated with each body system and the impact of disease on each body system and their related structures, especially in relation to potential impact of specific health procedures provided
- recognition of the signs and symptoms of common clinical conditions and the (provisional) diagnosis of same
- pharmacological processes and drug actions, indications and contraindications
- effects of biological maturation and ageing processes on body systems and their components and in relation to specific health procedures provided
- the impact of:
 - common environmental emergencies (diving, altitude, temperature)
 - overdose and poisoning

- o surgical insult
- o trauma (penetrating, blunt)
- basic chemistry (molecules and compounds; chemical reaction, energy; acids and bases) and as related to metabolism, respiration, pH (respiratory and renal acidosis/alkalosis)
- structure and function of cells, including:
 - o basic understanding of cellular respiration/carbohydrate metabolism
 - o cell/tissue requirements for survival
 - o major types of cellular adaptation
- transport systems:
 - o active (primary) and passive (diffusion – simple, facilitated)
 - o forces (hydrostatic and osmotic)
 - o osmosis
- Genetic analysis

C4E1. Assess client health status.

1. Analyse client health information in relation to planning services and in line with organisation requirements
2. Recognise normal readings on the findings of available tests, observations and physical assessments that assist in determining health status
3. Identify pathophysiologies, or changing pathologies, through observation, physical assessment and analysis of other available information
4. Identify the likely impact of specific interventions

C4E2. Plan action to address identified health status.

1. Apply detailed understanding of anatomy, physiology and pathophysiology of disease to a problem-solving approach to service planning.
2. Consider and note implications of any contra-indications in relation to health assessment findings.
3. Document action plan in accordance with organisation policies and procedures.

Competency 19: Plan the nutritional treatment strategy

A Certified Practicing Nutritionist has the capabilities to apply methods of treating and managing disease process of each system using Clinical Nutrition/Nutritional Medicine and prescribe Clinical Nutrition/Nutritional Medicines according to the time-frame appropriate to the client condition and the nutrients selected, and to the dosage recommended for the client's age.

They can:

- Access and interpret up-to-date information on Clinical Nutrition/Nutritional Medicines and practices
- Access and understand reference material on the effects of current conventional drug therapies and their withdrawal
- Understand and discuss medical reports and other data relevant to the case
- Question and negotiate with the client
- Identify treatment options and establish treatment regimes
- Prepare treatment plans
- Provide advice
- Anticipate the impact of client vitality on selected treatments
- Dispense remedies/treatments
- Consider opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

This includes utilisation of knowledge of:

- Methods of preparing treatment and management plans
- Legal and ethical considerations in treating clients with nutritional remedies

- Advanced knowledge of medical terminology
- Allopathic drugs, their classifications, usage and side effects
- Remedies/treatments and dosages used to treat conditions
 - Pharmaceutical and Clinical Nutrition/Nutritional Medicines used in pregnancy and breast feeding
 - Pharmaceutical and Clinical Nutrition/Nutritional Medicines used to treat disorders of each system of the body
- Groups of nutrients and how to distinguish between them
- The correct preparations required for specific treatment
- Minor nutrients in respect to their most important indications
- Major nutrients with respect to their use for general symptoms, psychological and physiological indications
- Drug interactions with Clinical Nutrition/Nutritional Medicines
 - Pharmacodynamics of pharmaceutical and Clinical Nutrition/Nutritional Medicines and the theory of drug action; factors modifying drug effect and dosage; drug toxicity and toxicology
 - The interaction of treatments with foods, herbs, and nutritional supplements and drugs
- The possible responses to treatments

- Possible obstacles to successful treatment
- Lifestyle factors relevant to treatment of specific conditions and diseases

- Supplementary measures in the management of the condition/system e.g. dietary considerations and exercise
- Contraindications of treatment
- Medical reports and diagnostic procedures
- Drug abuse - signs, consequences, treatment and community resources available
- Community resources and support services

C19E1. Determine the treatment strategy.

1. Determine appropriate therapeutic principles for treatment according to the assessment of the client and within own skills and competence
2. Ascertain contraindications and any possible complicating factors to treatment and modify treatment strategy according to Clinical Nutrition/Nutritional Medicine principles
3. Take into consideration treatment and advice provided by other health care professionals in determining the strategy to be used in treatment
4. Select treatment strategy which is appropriate to client condition and supported based on established Clinical Nutrition/Nutritional Medicine practice
5. Take into consideration possible client compliance issues in specific treatment options

C19E2. Discuss the treatment strategy with the client.

1. Discuss proposed treatment strategy with the client
2. Allocate enough time to discuss the treatment strategy
3. Negotiate client compliance
4. Clarify discrepancies between the practitioner's and the client's perception of the condition

5. Communicate relevant information from medical or diagnostic reports, where appropriate
6. Explain any perceived risks to the client's condition and treatment
7. Clarify the responsibilities of practitioner and client within the treatment plan

Prescribe Clinical Nutrition/Nutritional Medicine Treatment:

Competency 21: Provide specialised Clinical Nutrition/Nutritional Medicine treatment

A Certified Practicing Nutritionist has the capabilities to analyse a complex clinical problem utilising Clinical Nutrition/Nutritional Medicine model of clinical reasoning and apply specialised Clinical Nutrition/Nutritional Medicine therapeutic techniques. This includes the ability to:

- Effectively communicate information through written and verbal media, using age-appropriate skills in one-on-one and group settings, and demonstrating the ability to engage with individuals from diverse cultural and linguistic backgrounds.
- Explain relevant services and case management to the client
- Use interpersonal and questioning skills
- Access and interpret up-to-date information
- Utilise literature review techniques to critically evaluate research to understand the nature of the problem and its management
- Access and critically evaluate reference material on the effects of current conventional drug therapies and their withdrawal
- When appropriate, extrapolate case study information to new cases
- Integrate knowledge of the historical, theoretical and philosophical aspects of evidence-based Clinical Nutrition/Nutritional Medicine into clinical practice
- Determine 'level of concern' in relation to risk of complications, severity of disease process, lifestyle factors and their impact on treatment strategies, timeframe of treatment, and other factors
- Apply specialised Clinical Nutrition/Nutritional Medicine therapeutic techniques to groups in the community with specific needs (e.g., infants, children, women, men, aged, palliative)
- Provide treatment appropriate to age and specific needs of clients (e.g., mental health issues, palliation of signs and symptoms)
- Implement appropriate specialised Clinical Nutrition/Nutritional Medicine treatments for the prevention of health conditions associated with clients with special needs
- Identify and effectively monitor 'high level of concern' clients
- Correctly identify client information needs and appropriately advise and resource the client
- Manage a specialised Clinical Nutrition/Nutritional Medicine treatment
- Review the specialised Clinical Nutrition/Nutritional Medicine treatment, evaluating the need for on-going treatment and the need for changes to the treatment plan
- Negotiate changes to the plan with the client
- Write referrals, appraisal letters for insurance companies and other documentation
- Appropriately record details of client enquiries according to clinic guidelines

This includes utilisation of knowledge of:

- Methods of preparing treatment and management plans
- Clinical Nutrition/Nutritional Medicine principles and practice
- Nutritional supplementation
- Common disease states and functional problems of each bodily system, and the principles and practice of treating each system/condition

- Less common disease states and functional problems of groups in society with specific needs including, but not limited to infants, children, adolescents, elderly, peri- and post-menopausal, pregnant and lactating women
- Less common disease states and functional problems of the reproductive system of women and men
- Less common disease states and functional problems relating to mental health
- Knowledge of potential herb-nutrient, nutrient-nutrient and drug-nutrient and drug-food interactions
- A range of Clinical Nutrition/Nutritional Medicine therapies
- The correct preparations required for specific treatment
- Dietary modification strategies and food therapy
- Lifestyle considerations and exercise
- How to select best treatment/medicine within best current practice
- The principles of formulation (including dosage and duration of treatment)
- The possible responses to treatments
- Contraindications of treatment
- Medical reports and diagnostic procedure
- Relevant reference works and information sources
- Research issues and their uses
- Research priorities
- Statistical analysis

C21E1. Manage specialised Clinical Nutrition/Nutritional Medicine treatment.

1. Select the most appropriate treatment strategy using a knowledge of [evidence based] Clinical Nutrition/Nutritional Medicine principles and practices
2. Consider factors which may interfere with the effectiveness of the treatment
3. Consider possible treatment reactions including contraindications
4. Consent for treatment is ensured
5. Recognise and promptly respond to reactions to treatment (adverse or otherwise) if necessary
6. Document assessments and recommendations
7. Provide treatment according to the specialised Clinical Nutrition/Nutritional Medicine treatment plan
8. Fully explain treatment to the client and respond to all enquiries
9. Use counselling skills as appropriate
10. Review the treatment plan and negotiate continuing care with the client

C21E2. Provide specialised Clinical Nutrition/Nutritional Medicine treatment for children and adolescents.

1. Obtain consent for treatment from the parent/caregiver/guardian
2. Assess client health according to standard guidelines relating to age
3. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan according to findings
4. Implement the treatment plan

C21E3. Provide specialised Clinical Nutrition/Nutritional Medicine treatment for women.

1. Assess client health and welfare with special consideration given to conditions common to women
2. Conduct a physical examination with special regard to common conditions of women in various life stages and according to local and national regulations
3. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan according to findings

4. Implement the treatment plan

C21E4. Provide specialised Clinical Nutrition/Nutritional Medicine treatment for men.

1. Assess client health and welfare with special consideration to conditions common to men
2. Conduct physical examination with special regard to common conditions of men relating to age and according to local and national regulations
3. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan according to findings
4. Implement the treatment plan

C21E5. Provide specialised Clinical Nutrition/Nutritional Medicine geriatric care.

1. Take client history with special consideration to client memory, cognitive ability and care requirements
2. Conduct a physical examination with special regard to common conditions of ageing and according to local and national regulations
3. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan is developed according to findings
4. Implement the treatment plan

C21E6. Provide specialised Clinical Nutrition/Nutritional Medicine mental health care.

1. Take client history with special consideration to client mental health and care requirements
2. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan according to findings
3. Implement the treatment plan

C21E7. Provide specialised Clinical Nutrition/Nutritional Medicine in a palliative care setting.

1. Take client history with special consideration to client health and care requirements
2. Develop a specialised Clinical Nutrition/Nutritional Medicine treatment plan according to findings
3. Implement the treatment plan

Competency 23: Provide dietary advice

A Certified Practicing Nutritionist has the capabilities to assess nutritional needs and determine the most appropriate modifications to the client's diet. This includes the ability to:

- Use critical reasoning and problem-solving skills
- Perform a dietary intake analysis
- Assess the nutritional value of food components
- Establish the stage of development of a condition or disease state
- Identify the signs and symptoms of the associated with nutritional inadequacies
- Determine the dietary requirements for basic health
- Modify diet with consideration to cultural, lifestyle factors and the capacity of the client to implement the recommendations
- Determine the potential impact of recommendations on the individual
- Discuss dietary changes with the client

- Ensure all treatment care delivered is appropriate to relevant legislature and regulatory requirements

This includes utilisation of knowledge of:

- Biomedical sciences i.e. anatomy and physiology, pathology, biochemistry, pharmacology
- Treatment of the individual as the overriding principle of Clinical Nutrition/Nutritional Medicine
- Nutrition principles
- The nutritional components of food in common diets
- Cultural diets and restrictions
- Contra-indications for recommendations

C23E1. Identify appropriate dietary modifications.

1. Identify nutrient deficiencies
2. Determine the influence of exogenous factors on nutritional status
3. Design dietary modifications appropriate for the client
4. Address appropriate cultural factors
5. Address appropriate lifestyle factors
6. Justify proposed dietary modifications

C23E2. Negotiate dietary change with client.

1. Communicate proposed dietary changes to client
2. Explain reasons for dietary modification
3. Obtain feedback from client regarding proposed dietary changes
4. Implement dietary changes in a manner acceptable to the client

Medication Management and Documentation:

Competency 22: Prepare and dispense nutritional/dietary supplements

A Certified Practicing Nutritionist has the capabilities to prepare nutritional and dietary supplements in accordance with practice/organisational guidelines and relevant legislation and where required, correctly use equipment and ingredients for nutritional and dietary supplement preparation and dispensing. This includes the ability to:

- Maintain work area to meet practice/organisational/legislated standards
- Monitor the dispensing process and maintain relevant equipment which may include:
 - o carrying out routine maintenance
 - o cleaning and sanitising equipment
 - o equipment faults
 - o labelling
 - o material faults
 - o measuring devices
 - o service faults
 - o stock flow/quantity
- Accurately record information
- Sort, collect, treat, recycle or dispose of waste, considering opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

This includes knowledge of:

- Relevant equipment and instrumentation components, purpose and operation
- Hygiene standards
- Legal requirements relating to the prescription of medicine

- o Australian Drug Reactions Advisory Committee (ADRAC) - now a function of the Pharmacovigilance Branch
- o TGA labelling requirements
- o legal restrictions/restricted substances
- o WHS hazards and controls
- o principles of manufacturing
- o quality control procedures
- Recommended Dietary Intake (RDI) for use in Australia
- Regulations controlling medicines and poisons.
- Therapeutic Goods Administration (TGA) guidelines
- Nutritional and dietary supplement and drug interactions
- Nutritional and dietary supplement preparation from source materials
- Nutritional and dietary supplement product identification
- Nutritional and dietary supplements dispensing principles and methods
- Nutritional and dietary supplements in pregnancy
- Recording requirements and procedures
- The Drugs/Nutritional Supplements prohibited for use in sport in Australia
- The factors that affect nutritional and dietary supplements in preparation and storage
- The nutritional and dietary supplement pharmacy
- Waste handling requirements and procedures

C22E1. Prepare the medicine.

1. Identify and prepare pharmaceutical ingredients and equipment
2. Prepare medicine according to nutritional and dietary supplement guidelines and methodology
3. Prepare nutritional and dietary supplements according to legal and practice guidelines
4. Take care to prevent contamination of the nutritional and dietary supplements
5. Label nutritional and dietary supplements and store correctly

C22E2. Dispense the medicine.

1. Identify and prepare ingredients and equipment for dispensing
2. Dispense the required nutritional and dietary supplements in the form and quantity stipulated by the prescription/order
3. Take care to prevent contamination of or by the nutritional and dietary supplements
4. Label the nutritional and dietary supplements correctly
5. Provide instructions for taking the nutritional and dietary supplements to the client.
6. Identify and explain factors that may influence storage
7. Dispense the nutritional and dietary supplements according to legal and practice guidelines

C22E3. Control stock.

1. Obtain required materials from acceptable sources
2. Keep the pharmacy well stocked according to practice guidelines/organisational policy
3. Identify factors that may influence storage
4. Store materials according to manufacturer and practice guidelines

C22E4. Complete documentation.

1. Record information according to clinic guidelines
2. Label materials correctly

Treatment Implementation and Review

Competency 20: Provide Clinical Nutrition/Nutritional Medicine treatment

A Certified Practicing Nutritionist has the capabilities to develop and implement Clinical Nutrition/Nutritional Medicine treatment plans to achieve optimal health, rehabilitation, or to improve quality of life which involves:

- application of commonly used Clinical Nutrition/Nutritional Medicine treatment practices
- incorporation of the philosophies and principles of the evidence-based practice of Clinical Nutrition/Nutritional Medicine
- complete documentation of all recommendations and client responses
- appropriate interpersonal skills

- appropriate preparation of client for treatment
- provision of the safest, most efficacious and cost-effective treatment method
- provision of treatment in accordance with the individual, condition and presence of complicating factors.
- treatment of a range of conditions/disease states

- provision of treatment in accordance with the treatment plan
- review of treatment plan
- use of counselling within a Clinical Nutrition/Nutritional Medicine consultation as an aid to treatment

. This includes the ability to:

- Communicate with people from diverse cultural and linguistic backgrounds
- Gather information from clients
- Access and interpret up-to- date information on health practices and medicines
- Access reference material on the effects of current conventional drug therapies and their withdrawal
- Apply Clinical Nutrition/Nutritional Medicine therapeutic techniques

- Apply methods of treating and managing disease process of each system using Clinical Nutrition/Nutritional Medicine
- Advise and resource the client

- Manage a Clinical Nutrition/Nutritional Medicine treatment
- Review the Clinical Nutrition/Nutritional Medicine treatment, evaluating the need for on-going treatment and the need for changes to the treatment plan

- Negotiate changes to the plan with the client
- Write referrals, appraisal letters for insurance companies and other documentation

This includes utilisation of knowledge of:

- Medical reports and diagnostic procedures
- Methods of preparing treatment and management plans
- Common disease states and functional problems of each bodily system and the principles and practice of treating each system/condition
- The active principles of the nutritional supplements used for each system/condition
- The potential of food as medicine in the management of health conditions
- Special diets and dietary modification procedures for the management of common disease states and functional problems relating to each body system
- Supplementary measures in the management of the conditions e.g., exercise and other healthy lifestyle practices
- Knowledge of nutrient-herb interactions, food-nutrient interactions, and nutrient-drug interactions

- Supplements and their excipients
- How to select best treatment/medicine within best current practice
- The correct preparations required for specific treatment

- How to correctly prepare and dispense nutritional supplements
- The principles of formulation (including dosage and duration of treatment)
- Dosage principles
- The possible responses to treatments
- Contraindications of treatment

C20E1. Manage treatment.

1. Explain the factors which may interfere with the effectiveness of the treatment
2. Explain to the client the mode of administration and management of the treatment
3. Request the client to monitor reactions and contact practitioner as required
4. Ensure appropriate consent for treatment
5. Recognise and promptly respond, if necessary, to reactions to treatment (adverse or otherwise)
6. Clearly explain time, location and content of future sessions
7. Document recommendations
8. Provide treatment according to the treatment plan

C20E2. Apply therapeutic techniques.

1. Apply, recommend, dispense or prescribe supplements or vitamins
2. Provide dietary modification recommendations and food therapy advice
3. Deliver nutritional treatment according to regulations
4. Refer to or collaborate with other health care professionals as required

C20E3. Advise and resource the client.

1. Educate the client in relevant and practical dietary and nutritional information for promotion and maintenance of optimum health
2. Answer client queries with clarity and using appropriate language
3. Use appropriate interpersonal skills when explaining Clinical Nutrition/Nutritional Medicine treatment plans and recommendations to the client
4. Promote client independence and responsibility in treatment wherever possible
5. Provide counselling within a Clinical Nutrition/Nutritional Medicine framework when appropriate

C20E4. Review treatment.

1. Review progress with the client
2. Identify and record effects of previous treatment
3. Review previous Clinical Nutrition/Nutritional Medicine treatment plan
4. Evaluate the need for ongoing and/or additional treatment
5. Negotiate changes to the plan with the client to ensure optimal outcomes

Infection Prevention and Control:

Competency 13: Comply with infection prevention and control policies and procedures

A Certified Practicing Nutritionist has the capabilities to engage infection prevention and control, including hand hygiene, PPE use, respiratory hygiene, environmental cleaning, and waste disposal. Identify and assess infection hazards, document risks, and implement control measures. Follow protocols for exposure to blood or body fluids, use appropriate signage, clean spills, and minimise contamination. Ensure proper handling of records, materials, and instruments to prevent cross-contamination.

C13E1. Follow standard and additional precautions for infection prevention and control.

1. Follow hand hygiene practices in accordance with organisations policies and procedures
2. Implement hand care procedures and cover cuts and abrasions
3. Follow organisation procedures for choice and use of personal protection equipment
4. Follow procedures for respiratory hygiene and cough etiquette
5. Follow procedures for environmental cleaning
6. Follow procedures for handling, transporting and processing of linen in a manner that controls the spread of infection
7. Follow procedures for disposal of contaminated waste
8. Follow procedures for handling and cleaning client equipment that prevents skin and mucous
9. Identify and respond to situations where additional precautions may be required to prevent transmission of infection

C13E2. Identify infection hazards and assess risks.

1. Identify infection hazards associated with own role and work environment
2. Identify own areas of responsibility in relation to infection prevention and control
3. Assess risk by determining the likelihood and severity of harm from identified hazards.
4. Document and report activities and tasks that put self, clients, visitors and/or other workers at risk
5. Identify appropriate control measures to minimise risk in accordance with organisations procedures

C13E3. Follow procedures for managing risks associated with specific hazards.

1. Follow protocols for care after exposure to blood or other body fluids as required
2. Place appropriate signs when and where appropriate
3. Remove spills in accordance with the policies and procedures of the organisation
4. Minimise contamination of materials, equipment and instruments by aerosols and splatter
5. Identify, separate and maintain clean and contaminated zones
6. Confine records, materials and medicaments to a well-designated clean zone
7. Confine contaminated instruments and equipment to a well-designated contaminated zone

Competency 14: Manage the prevention and control of infection

A Certified Practicing Nutritionist has the capabilities to develop compliant infection prevention and control systems and monitor infection prevention and control systems and procedures, and respond to problems in their work environment: The can:

- Access and analyse compliance and workplace information
- Develop and document systems and procedures for:
 - hazard identification and risk control
 - personal hygiene
 - use of personal protective equipment
 - handling and transport of potentially infectious material
 - limitation of contamination
 - cleaning and maintenance
- Communicate responsibilities to relevant people

This includes utilising knowledge of:

- key features of infection prevention and control regulation and guidelines and compliance requirements:
 - Australian standards
 - government guidelines
 - manufacturer documentation
 - principles and processes of planning
- systems and procedures needed to meet compliance and quality requirements for infection prevention and control:
 - work processes and precautions
 - hazard identification and risk control
 - monitoring and evaluation
 - reporting processes and hierarchies
 - training requirements
- links between infection prevention and control systems and other management systems:
 - work health and safety
 - work organisation
 - human resource management
- for the specific work environment:
 - ways the infections are spread
 - types of hazards and risks
 - control methods
- sustainability considerations for development of infection prevention and control systems and procedures

C14E1. Establish the framework for infection prevention and control.

1. Access and interpret legislation, regulations and codes of practice for infection prevention and control
2. Collate and evaluate information on workplace requirements for infection prevention and control
3. Evaluate current policies, systems and procedures for compliance and quality
4. Consult with relevant colleagues on infection prevention and control issues and requirements
5. Develop and document infection prevention and control systems and procedures, including record keeping and reporting systems
6. Define and allocate infection prevention and control responsibilities

C14E2. Establish procedures for hazard identification and risk control.

1. Establish hazard identification and risk assessment tools
2. Develop workplace processes for risk control
3. Ensure risk controls and hazard specific procedures are consistent with the hierarchy of control
4. Put in place incident reporting and investigation procedures
5. Document hazard identification and risk assessment systems and procedures

C14E3. Implement and monitor infection prevention and control practices.

1. Communicate infection prevention and control systems, procedures and responsibilities to relevant colleagues
2. Support implementation by facilitating resources and training
3. Monitor day to day effectiveness of infection prevention and control procedures and address issues of concern

C14E4. Evaluate infection prevention and control performance.

1. Assess infection prevention and control systems against compliance requirements
2. Review incidents as key sources of information
3. Seek feedback on systems and procedures from relevant colleagues
4. Identify and action improvements to systems and procedures

Emergency First Aid Response:

Competency 9: Provide first aid

A Certified Practicing Nutritionist has the capabilities to provide first aid as evidenced by their current First Aid Certificate from a Registered Training Organisation.

C9E1. Respond to an emergency situation.

1. Recognise an emergency situation
2. Identify, assess and manage immediate hazards to health and safety of self and others
3. Assess the casualty and recognise the need for first aid response
4. Assess the situation and seek assistance from emergency response services

C9E2. Apply appropriate first aid procedures.

1. Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
2. Provide first aid in accordance with established first aid principles
3. Display respectful behaviour towards casualty
4. Obtain consent from casualty where possible
5. Use available resources and equipment to make the casualty as comfortable as possible
6. Operate first aid equipment according to manufacturer's instructions
7. Monitor the casualty's condition and respond in accordance with first aid principles

C9E3. Communicate details of the incident.

1. Accurately convey incident details to emergency response services
2. Report details of incident to workplace supervisor as appropriate
3. Maintain confidentiality of records and information in line with statutory and/or organisational policies

C9E4. Evaluate the incident and own performance.

1. Recognise the possible psychological impacts on self and other rescuers involved in critical incidents
2. Participate in debriefing to address individual needs

Workplace Health and Safety:

Competency 24: Participate in workplace health and safety

A Certified Practicing Nutritionist has the capabilities to contribute WHS in the workplace. This includes:

- Conducting workplace risk assessment and recording of the results
- Consistent application of workplace safety procedures in the day-to-day work activities required by the job role
- Following workplace procedures for reporting hazards
- Following workplace procedures for an emergency.

This includes utilisation of knowledge of:

- Relevant State/Territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
 - State/Territory WHS authorities
 - rights and responsibilities of employers and workers, including duty of care
 - hazardous manual tasks
 - infection control
- Safety signs and their meanings, including signs for:
 - dangerous goods classifications
 - emergency equipment
 - personal protective equipment (PPE)
 - specific hazards such as sharps, radiation
- Hazard identification, including:
 - definition of a hazard
 - common workplace hazards relevant to the industry setting
 - workplace procedures for hazard identification
- Workplace emergency procedures
- Workplace policies and procedures for WHS

C24E1. Follow safe work practices.

1. Follow workplace policies and procedures for safe work practices
2. Identify existing and potential hazards in the workplace, report them to designated persons, and record them according to workplace procedures
3. Follow workplace emergency procedures

C24E2. Implement safe work practices.

1. Identify and implement WHS procedures and work instructions
2. Identify and report incidents and injuries to designated persons according to workplace procedures
3. Take actions to maintain safe housekeeping practices in own work area

C24E3. Contribute to safe work practices in the workplace.

1. Raise WHS issues with designated persons according to organisational procedures

2. Participate in workplace safety meetings, inspections and consultative activities
3. Contribute to the development and implementation of safe workplace policies and procedures in own work area

C24E4. Reflect on own safe work practices.

1. Identify ways to maintain currency of safe work practices regarding workplace systems, equipment and processes in own work area
2. Reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures

Public Health Nutrition:

Competency 25: Engage in Public Health Nutrition

A Certified Practicing Nutritionist has the capabilities to apply public health nutrition knowledge to investigate health and nutrition issues at global, national, and local levels. Use health, nutrition, and behaviour change theories, analyse factors influencing food choices, and interpret epidemiological data on nutritional status and diseases. Contribute to the designing, monitoring, and evaluating public health nutrition programs and projects/programs.

C25E1. Demonstrate an understanding, evaluate, and apply public health nutrition knowledge to a high level.

1. Investigate new and emerging issues relating to health and, food and nutrition in the global, national, and local level context.
2. Use appropriate health, nutrition and behaviour change theories, education, and health promotion to improve nutrition outcomes for groups that are equitable and sustainable.
3. Investigate psychological, sociological, and political factors that influence food choice in a variety of population groups globally, nationally, and locally.
4. Analyse and interpret epidemiological concepts and data relating to the nutritional status of populations and aetiology of nutritional related disease.
5. Design a public health nutrition program or project, selecting appropriate methods for monitoring and evaluating effectiveness and efficiency, including delivery of milestones.