



## Higher National Unit specification

### General information

**Unit title:** Complementary Therapies: Clinic Practice (SCQF level 7)

**Unit code:** HF7P 34

**Superclass:** PC

**Publication date:** July 2020

**Source:** Scottish Qualifications Authority

**Version:** 03

### Unit purpose

On completion of the Unit the learner should be able to demonstrate knowledge of practical experience, preparing for and working within a clinic setting.

Learners will develop skills in researching Clinic settings and negotiating a suitable work placement. Within the Clinic setting learners will demonstrate their knowledge and skills through consulting, planning and performing Complementary Therapy treatments.

This Unit will benefit learners who wish to pursue a career in Complementary Therapy clinic setting. This Unit is a mandatory Unit within the HNC/HND Complementary Therapy.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Investigate suitable clinic setting/environments.
- 2 Demonstrate performance of treatments within a clinic setting.
- 3 Review and evaluate the experience of working in a clinic setting.

### Credit points and level

1 Higher National Unit credits at SCQF level 7: (8 SCQF credit points at SCQF level 8)

### Recommended entry to the Unit

Learners should have completed two practical Units from HNC Complementary Therapies before undertaking a work experience in a Clinic Setting.

## Higher National Unit Specification: General information (cont)

**Unit title:     Complementary Therapies: Clinic Practice**

### **Core Skills**

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill	Problem Solving at SCQF level 6
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Core Skill component	None
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Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

### **Context for delivery**

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### **Equality and inclusion**

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **Higher National Unit specification: Statement of standards**

### **Unit title: Complementary Therapies: Clinic Practice**

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

#### **Outcome 1**

Investigate suitable clinic setting/environments.

##### **Knowledge and/or Skills**

- ◆ Local and national clinic setting/environments
- ◆ Professionalism and etiquette in seeking employment experience
- ◆ Preparation of Curriculum Vitae (CV)
- ◆ Policies and procedures in the clinic working environment

#### **Outcome 2**

Demonstrate performance of treatments within a clinic setting.

##### **Knowledge and/or Skills**

- ◆ Consultation
- ◆ Develop a treatment plan
- ◆ Preparation of treatment area
- ◆ Treatment
- ◆ Confidentiality
- ◆ Empathy
- ◆ Record Keeping

#### **Outcome 3**

Review and evaluate the experience of working in a clinic settings.

##### **Knowledge and/or Skills**

- ◆ Evaluation of experience of working in a Clinic Settings
- ◆ Critical analysis of experience
- ◆ Evaluation of a Treatment Plan

## Higher National Unit specification: Statement of standards (cont)

**Unit title:** Complementary Therapies: Clinic Practice

### Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or skills across all Outcomes by showing that they can:

- ◆ research suitable local and national Clinic settings in which to negotiate a work placement.
- ◆ explain the importance of professionalism and etiquette in seeking employment experience, including the presentation of a CV.
- ◆ describe health and safety policies and procedures for the chosen Clinic setting
- ◆ complete an in-depth consultation with clients.
- ◆ develop a treatment plan with rationale for choices.
- ◆ prepare suitable treatment area.
- ◆ perform practical treatments.
- ◆ maintain client confidentiality.
- ◆ demonstrate an empathic approach to clients and colleagues.
- ◆ keep accurate records of the treatments plan.
- ◆ evaluate the work experience in a clinic setting in a report or journal.
- ◆ evaluate the effectiveness of the treatment plan.

Learners must reflect on the planning process for their work experience in a clinic setting and evaluate their performance.

The evaluation must include details of work experience planning, duties undertaken and a review of the learner's specific roles and responsibilities. This will include feedback to confirm the roles/responsibilities of the learner and the effectiveness of the workplace experience.

Work placement in a Clinic setting must be a minimum of 28 hours.



## **Higher National Unit Support Notes**

**Unit title:** Complementary Therapies: Clinic Practice

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit is intended to enable learners to extend their knowledge and existing skills in preparation for application of complementary therapies in a Clinic setting.

Learners will reflect on, and evaluate, their performance while working in the Clinic setting. Information gathered should be critically analysed and remedial action taken if appropriate.

### **Guidance on approaches to delivery of this Unit**

This Unit is a mandatory Unit in the framework for HNC/HND Complementary Therapies. Learners should have sufficient knowledge and practical experience to ensure competence and confidence in their specialist practical area before undertaking a work experience placement.

- ◆ Investigation of Clinic workplace settings, both local and national, for work experience
- ◆ Importance of communication, professional etiquette and CV presentation in securing a work experience placement
- ◆ Knowledge of health and safety policies and procedures in relation to the work place environment
- ◆ Correct preparation of the treatment area
- ◆ Ability to create a treatment plan
- ◆ Ability to carry out in-depth client consultation
- ◆ Effective performance of treatments
- ◆ Confidentiality issues in Clinic practice
- ◆ Empathic approach to clients and colleagues
- ◆ Evaluation of intervention

### **Guidance on approaches to assessment of this Unit**

The Unit is holistically assessed. The assessment may take the form of a research project, reflective report or journal which encompasses Clinic setting, practical experience and the reflective and evaluative process within a Clinic setting.

The work experience/clinic practice within this unit should be carried out in a complementary/alternative medicine (CAMS) setting which clearly reflects the course of study being undertaken i.e. Complementary Therapy; this will facilitate an understanding of therapeutic environments; the development of work practice reflecting industry standards; an

## Higher National Unit Support Notes

### Unit title: Complementary Therapies: Clinic Practice

understanding of current health and safety legislation applied in a complementary therapy environment; enhance learners employment prospects and facilitate the opportunity for career planning.

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

Aspects of the Core Skill of *Problem Solving*, that is, Planning and Organising, Critical Thinking, and Reviewing and Evaluating will be developed while undertaking the work experience.

Compliance with health and safety legislation is integral to achievement. Evaluation of the effectiveness of the planned work placement should be included in the report.

*Communication* skills are not formally assessed however learners will be expected to present Oral and Written communication to an acceptable professional standard. Skills in accessing and analysing information provided within the Clinic Setting should be developed to provide underpinning knowledge on professional issues and resources. Evaluation of information accessed should be encouraged in order to assure that information is accurate and current.

Oral Communication skills will be developed in practical work with clients when interaction must be professional, sensitive and empathic. Communicating appropriate information to clients, explaining and reassuring during treatment sessions and giving aftercare advice and specific relevant lifestyle advice will be an essential aspect of competence. Learners should be fully aware of a range of active listening techniques in order to relate and respond to others in the most appropriate and effective way, adapting language, register and style to suit their purpose and clientele.

In addition to the specific vocational skills developed and assessed learners will have the opportunity to develop generic skills which will enhance their employability skills profile, eg customer care skills, *Communication* skills, time management.

## Higher National Unit Support Notes

**Unit title:** Complementary Therapies: Clinic Practice

This Unit has the Core Skill of Problem Solving embedded in it, so when learners achieve this Unit their Core Skills profile will be updated to show that they have achieved Problem Solving at SCQF level 6.

## History of changes to Unit

Version	Description of change	Date
03	Clarification of work experience/clinic practice setting in “ <i>Guidance on approaches to assessment of this Unit</i> ” section.	25/05/20
02	Core Skill Problem Solving at SCQF level 6 embedded.	19/08/16

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## General information for learners

### Unit title: Complementary Therapies: Clinic Practice

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit will give you the practical experience of preparing for and working within a Clinic environment. It will extend your knowledge and existing skills in the preparation for and application of complementary therapies in a clinic environment.

You will research source clinic settings, both local and national, in which to carry out work experience. The importance of good communication skills, professional etiquette and presentation of CV will be discussed. You will also learn about health and safety policies and procedures in relation to the workplace environment.

You will carry out an in-depth consultation with clients to ascertain the therapy to be applied, providing a rationale for your chosen therapy. You will then prepare the treatment area and effectively perform the treatment/s. An empathic approach to clients and colleagues should be demonstrated and client confidentiality adhered to.

You will reflect on the planning processes you undertook for your work experience placement and evaluate the:

- ◆ health and safety policies and procedure relating to your work placement.
- ◆ importance of communication, professional etiquette and CV presentation in securing a work experience placement.
- ◆ treatment planning and consultation, preparation and performance of the treatment
- ◆ evaluation of the treatment.

The Unit is holistically assessed. The assessment will take the form of a reflective journal which encompasses clinic environment, practical experience and the reflective and evaluative process of the clinic experience.

Work placement in a Clinic setting must be a minimum of 28 hours.

Aspects of the Core Skill of *Problem Solving*, that is, Planning and Organising, Critical Thinking, and Reviewing and Evaluating will be developed while undertaking the work experience.

Compliance with health and safety legislation is integral to achievement. Evaluation of the effectiveness of the planned work placement should be included in the report.

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## **General information for learners (cont)**

### **Unit title:** Complementary Therapies: Clinic Practice

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