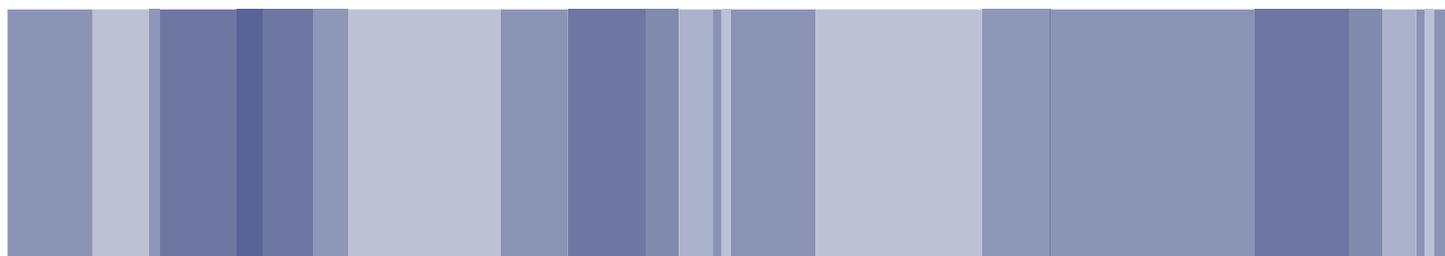


National Professional Standards for Herbal Medicine Guide



July 2004

Acknowledgements

These national occupational standards describe good practice in the practice of Herbal Medicine. The standards have been developed as a means of bringing together and recognising the different traditions within Herbal Medicine and defining Herbal Medicine good practice within the UK.

The standards make the links between education and training programmes and what individual practitioners need to do to be recognised as professional Herbal Practitioners. These standards are designed to be used across herbal traditions, professional bodies, and education and training provision to guide practice, and form the basis of education, training and qualifications.

Many practitioners, education and training providers and professional groups willingly gave their expertise and time in the development of these national professional standards. Without their contribution it would not have been possible to produce these standards nor have taken forward this work.

The standards are approved as UK-wide national occupational standards by the education regulatory authorities - the Qualifications and Curriculum Authority (QCA) and the Scottish Qualifications Authority. This approval attests to the quality of these standards and their appropriateness for all who wish to use them.

The project to produce these national professional standards was led by Skills for Health, the UK-wide Sector Skills Council for Health. The project was funded by and overseen by the Qualifications and Curriculum Authority (QCA) and the Scottish Qualifications Authority (SQA). A Project Management Group, including representatives from the Dept of Health, Regulatory bodies and the Prince of Wales's Foundation for Integrated Health, advised on the processes and outcomes of the work. The external consultant who produced the outcomes was Diane Grayston of D.G. Associates. Members of the technical working group included representatives from the European Herbal Practitioners Association (EHPA) education committee and tradition specific organisations.

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01 Introduction

This document was developed by Skills for Health (the Standard Setting Body for the Health sector) working in collaboration with the European Herbal Practitioners Association (EHPA) and key professional associations in Herbal Medicine.

The Standards have been written with an awareness that herbal practitioners work in a variety of settings and within a range of specific working practices including:

- Individual practitioners working from practices at home or in small scale clinics
- Larger group practices
- Those employing dispensers
- Those who have clinics associated with shops
- Those working in orthodox medical settings
- Those conducting domiciliary visits
- Those working in specialist clinic situations such as – prison services, drug rehabilitation centres, HIV/AIDS centres.

Since the Standards have been broadly based in order to cover a spectrum of possible scenarios it is the case that not all Standards will apply to every practitioner's circumstances or plans. This should be borne in mind whilst reading this document.

These National Professional Standards are not intended to limit or restrict practice, rather the opposite – they aim to provide a reference framework which encourages individual and

organisational development and innovation within models of best practice.

The Standards have been developed with an understanding of the current status and activities of herbal practitioners but also with a view to future potential options and activities which may exist at minimal levels at the present time but may develop over time, e.g. herbal practice taking place within mainstream funded orthodox healthcare settings; and herbal practitioners being involved in collaborative research initiatives.

The Standards have been established bearing in mind both existing and evolving standards, legislation and codes of practice such as those devolved from professional associations in Herbal Medicine; health, medicines and other relevant Acts, protocols and guidelines; the EHPA core curriculum and statutory self regulation documents.

It is hoped and intended that these Standards will be of value both in providing a guide to good practice and professional self-development for individual herbal practitioners and as a resource that facilitates broader understanding and provision of Herbal Medicine services within the health sector.

Peter Conway

President, College of Practitioners of Phytotherapy

What are the National Professional Standards for Herbal Medicine?

Why were the standards developed?

The national professional standards for the Herbal Medicine were developed as a means of bringing together and recognising the different traditions within Herbal Medicine and defining Herbal Medicine good practice within the UK. The standards are seen as an essential component of professional recognition as a herbal practitioner and any future regulatory processes.

Who do the national professional standards apply to?

The Standards have been written with an awareness that herbal practitioners work in a variety of settings and within a range of specific working practices including:

- Individual practitioners working from practices at home or in small scale clinics
- Larger group practices
- Those employing dispensers
- Those who have clinics associated with shops
- Those working in orthodox medical settings
- Those conducting domiciliary visits
- Those working in specialist clinic situations such as – prison services, drug rehabilitation centres, HIV/AIDS centres

What are the benefits of the standards?

The standards provide a coherent overview of Herbal Medicine practice and provide a shared language that is capable of being applied to different contexts, traditions and individual practitioners. The benefits of standards are well recognised within the Health and Social Care sector and have a key role within Regulation which is supported by the Department of Health and Government office. They define the performance of good practice, which can be objectively measured, and provide Regulatory Bodies and Professional Membership Groups with National benchmarks of good practice for entry and progression.

Specific benefits include:

- a As detailed descriptions of good practice the standards underpin Voluntary/Statutory Regulation.

- b By including elements of good practice that are already used by other health professions, they demonstrate that Herbal Medicine is capable of being practised to the same standards.
- c Enable the allocation of Practitioner awards at an appropriate level within National Qualification Frameworks.
- d Facilitates and clarifies career and progression routes into Herbal Medicine (including qualifications which may be acceptable as prior learning against practitioner modules).
- e Facilitates consistent and independent external validation of awards, which is nationally recognised.
- f Provide a means to assess the learning outcomes and content of individual courses delivered by training and education providers.

How can the standards be used?

The standards can be used in a variety of ways including by:

- a Individual practitioners as a guide to best practice and to help them develop their own knowledge and skills
- b Professional associations and regulatory authorities in assessing applicants wishing to join Herbal Practitioner Registers with regard to their suitability for admission
- c Institutions who offer education and training through identifying individuals' learning needs, defining the learning outcomes which individuals need to achieve, and acting as a guide in the development of qualifications relating to Herbal Medicine
- d Organisations providing health care services that might incorporate Herbal Medicine provision
- e Funding providers and other groups or organisations who may wish to support and develop Herbal Medicine services
- f Academic, research and other groups or organisations who may be involved with research into or promotion of Herbal Medicine
- g Organisations concerned with regulating, assessing or monitoring activities associated with the practice of Herbal Medicine

What are the national professional standards like?

The standards focus on good practice in functional areas of work. Some of the standards are specific to herbal practice whilst some describe and are generic to best practice in the health care sector across all healthcare disciplines.

Some units of the Standards are considered to be mandatory units in that they cover the core work common to all herbal practitioners and to which all herbal practitioners are expected to demonstrate competence within and commitment to. Other units are considered optional in that they represent areas of activity that some practitioners may be involved in and others will not (*e.g. growing herbs for use in your own practice*). The wording and content of the standards is structured to apply across traditions and to encompass the full range of ways in which Herbal Medicine is practiced.

How do these standards relate to other standards for herbal practitioners?

- i Codes of conduct and professional guidelines, often include two aspects, what individual practitioners should/should not do and what organisations or departments should do, or have available, such as a specification about eg aspects of the environment in which professional work should take place, or about the equipment and materials to be used
- ii Education and training standards often describe the requirements of taught qualifications/ awards, and specifications about particular aspects of the learning environment of education and training providers

The National Professional Standards are consistent with, and supportive of, other professional and educational standards. They specify what practitioners need to achieve in particular work areas and are usually more detailed than other professional standards. Individual practitioners can also assess their own performance against the standards.

Who oversaw the development of the standards?

The development project was funded by and overseen by the Qualifications and Curriculum Authority (QCA) and the Scottish Qualifications Authority (SQA). A Project Management Group, including representatives from the Dept of Health, Regulatory bodies and the Prince of Wales's Foundation for Integrated Health, advised on the processes and outcomes of the work. Members of the technical working group included nominated representatives from the European Herbal Practitioners Association education committee and other tradition specific organisations.

When were the standards developed?

The development work took place during 2002-2003 and there was a UK-wide consultation in mid-2003. The standards were formally approved by key stakeholders in the sector and quality approved by QCA and SQA in late 2003.

What is covered by the standards for Herbal Medicine?

What is Herbal Medicine?

The National Professional Standards for Herbal Medicine describe the standards of practice of a herbalist. They are thus not a qualification, but a description of what it is that a herbal practitioner does.

The practice of herbal medicine can be considered as comprising three high level activities:

- Provide professional services to clients to improve and maintain their health
- Develop knowledge and skills in relation to herbal medicine
- Promote, manage and develop the herbal practice

The standards describe the component parts (ie Units) that make up these activities.

All practitioners will carry out some units of activity if they are to be described as a practitioner of Herbal Medicine. These are termed MANDATORY units. In addition, some practitioners may choose to take on an enhanced professional role. They are thus adding some OPTIONAL units to their personal repertoire (for example, to provide the dispensing service or to cultivate herbs). The mandatory and optional units are listed in this guide. The mandatory units are linked to the common curriculum in terms of the minimum competences for entry into practice. All practitioners who have gained an entry-level qualification will have demonstrated the attainment of the standards described in the mandatory units.

All practitioners should find the mandatory units relevant to their own practice. Those practitioners who entered the profession prior to the development of the Common Core Curriculum may find the standards helpful as a guide to a self-reflective process of continuous development.

What do the national professional standards cover?

The standards document is divided into three main sections:

Units HM1–6	these units are unique to the practice of herbal medicine
Units HM7–15	these units relate to the context of the practice of herbal medicine, and share features with other healthcare professionals
Knowledge and Understanding	this section provides a framework for the underpinning knowledge that informs and directs herbal practice

04 What do the standards for Herbal Medicine look like?

Units and Elements

	Unit Title		Element Title
HM1	Assess the needs of the client	HM1.1 HM1.2 HM1.3	Evaluate and process requests for herbal medicine Prepare to assess the client Assess the client
HM2	Provide a treatment and management plan to meet the needs of the client	HM2.1 HM2.2 HM2.3	Negotiate and formulate the treatment and management plan with the client Evaluate the effectiveness of the herbal medicine treatment Complete post consultation activities
HM3	Dispense herbal medicines and products	HM3.1 HM3.2 HM3.3	Receive and validate herbal prescription Assemble and label required herbal medicine(s) or products(s) Issue prescribed herbal medicine(s) or product(s)
HM4	Plan and maintain the growing of herbs	HM4.1 HM4.2 HM4.3	Plan and prepare the growing area Establish herbs in the growing area Maintain the development of herbs
HM5	Plan and maintain the harvesting of herbs	HM5.1 HM5.2 HM5.3	Plan the harvesting of herbs Maintain the harvesting of herbs Prepare harvested herbs
HM6	Prepare herbal medicines in batches	HM6.1 HM6.2 HM6.3	Prepare environment, equipment and ingredients for the assembly or manufacturing process Prepare, process, assemble and pack the manufactured product Complete the assembly or manufacturing process

	Unit title		Element title
HM7	Promote people's equality, diversity and rights	HM7.1 HM7.2 HM7.3	Promote people's rights and responsibilities Promote equality and diversity of people Promote people's right to the confidentiality of information
HM8	Develop your own professional knowledge and practice	HM8.1 HM8.2	Evaluate your own values, priorities, interests and effectiveness Use new knowledge to develop your practice
HM9	Promote effective communication and relationships	HM9.1 HM9.2	Develop relationships which value the individual Establish and maintain effective communication with people
HM10	Plan, co-ordinate, evaluate and review professional activities	HM10.1 HM10.2 HM10.3	Plan and allocate resources to achieve work objectives Monitor, maintain and improve activities to meet requirements Evaluate and review the quality of products and services
HM11	Promote, monitor and maintain health, safety and security in the workplace	HM11.1 HM11.2 HM11.3	Monitor and maintain the safety and security of the work environment Promote standards of health and safety in working practice Minimise the risks arising from health emergencies
HM12	Contribute to the development of the knowledge and practice of others	HM12.1 HM12.2	Enable others to solve problems and tackle issues arising in practice Enable others to learn and benefit from one's experience
HM13	Develop, sustain and evaluate collaborative approaches to achieving objectives	HM13.1 HM13.2 HM13.3 HM13.4	Explore and assess the potential for collaborative working Initiate and develop collaborative working relationships Sustain collaborative working relationships and arrangements Review and evaluate collaborative working

	Unit title	Element title	
HM14	Develop and maintain a strategic overview of developments in knowledge and practice	HM14.1 HM14.2 HM14.3	Collate and appraise research and developments in knowledge and practice Identify areas of knowledge and practice which need further research and development Co-ordinate the dissemination of information about research and developments in knowledge and practice
HM15	Contribute to raising awareness of herbal medicine	HM15.1 HM15.2 HM15.3 HM15.4	Assist in assessing the need for raising awareness of herbal medicine Assist in planning activities to raise awareness of herbal medicine Raise people's awareness about herbal medicine Contribute to the evaluation and improvement of awareness raising

How are the national professional standards structured?

The standards are made up of Units and Elements. The Unit title describes a function undertaken within Herbal medicine and the Element titles describe the activities to be undertaken to fulfil the Unit function.

Each of the units that make up the national occupational standards is formed from between two and four elements. Each element has a number of Performance Criteria and a statement of scope/coverage attached to it. It is these detailed aspects that form the national professional standards themselves.

Understanding the units

Each unit has the following features:

Unit summary page	This comprises the Unit title, the Element titles and an overview of where the unit applies. Any explanation of how the unit is used will be detailed here and will also include signposting to related units. Generic terms used may also be expanded upon for clarification.
Element pages	These include the element title and are followed by a number of Performance Criteria and scope words/phrases
Performance Criteria	These describe good practice for the element and are often observable. Performance criteria will be demonstrated in a context and this is indicated under Scope
Scope	Scope provides an expansion and explanation of key words used in the performance criteria. Scope words/phrases are written in italics within the performance criteria
Knowledge and understanding	This section indicates the areas of knowledge needed to underpin good practice

How do the national professional standards relate to qualifications for Herbal Medicine practitioners?

The table that follows provides an overview of how the standards relate to qualification structures

Mandatory Units	
HM1	Assess the needs of the client
HM2	Provide a treatment and management plan to meet the needs of the client
HM7	Promote people's equality, diversity and rights
HM8	Develop your own professional knowledge and practice
HM9	Promote effective communication and relationships
HM10	Plan, co-ordinate, evaluate and review professional activities
HM11	Promote, monitor and maintain health, safety and security in the workplace
Optional Units	
HM3	Dispense herbal medicines and products*
HM4	Plan and maintain the growing of herbs
HM5	Plan and maintain the harvesting of herbs
HM6	Prepare herbal medicines in batches
HM12	Contribute to the development of the knowledge and practice of others
HM13	Develop, sustain and evaluate collaborative approaches to achieving objectives
HM14	Develop and maintain a strategic overview of developments in knowledge and practice
HM15	Contribute to raising awareness of herbal medicine

* It is recognised that not all practitioners will dispense for themselves, this unit is therefore classed as optional for those practitioners who delegate dispensing duties to other appropriately trained and qualified individuals but it is a mandatory unit for those practitioners who carry out dispensing units themselves.

How can the national professional standards for Herbal Medicine be used?

The national occupational standards have been developed across all the different ways in which herbal medicine is practiced. This means that they recognise and define those elements of good practice that are common to all traditions and also allow for the tradition specific knowledge base to be specified within the Knowledge and Understanding sections. In this way the national professional standards can be applied to different traditions and forms of practice.

The standards can be used in a number of ways and these are outlined below. The uses to which people wish to put the national occupational standards will affect the level of detail that they need to work with. .

At the professional and organisational level

regulation – as the national occupational standards specify good practice in the practice of herbal medicine, regulatory bodies can draw from these standards to set the level of performance that is required for statutory or voluntary registration.

professional entry gate – provides a means to assess practitioners for professional membership and as a means to assess current practitioners for ability to meet and maintain good practice standards

informing job descriptions – through identifying the national occupational standards that would make up a particular post and using the titles of the units or the elements as the basis of job / role descriptions

risk management – through using the standards to clarify and monitor the level of performance of individuals

governance – as the national occupational standards identify competent performance in particular areas of work, they can be used as a tool for governance ensuring individuals are meeting the standards set in these different areas

training needs analysis – organisations can use the standards as the basis of undertaking a training needs analysis of their staff and identify from this where there are areas for development

personal development planning – individuals can assess themselves against the standards that are relevant to their practice, identify their strengths and areas for improvement.

career development – as the standards cover the whole area of herbal medicine, individuals can look across the standards to identify areas for development and the next stage of their careers and continuing professional development

For education and training purposes

designing and structuring education and training – through identifying the knowledge and skills that individuals need to develop to meet the standards

informing the delivery of training – as the standards clearly describe the outcomes of effective performance, this provides a link to learning methods and approaches – to help individuals apply their knowledge and skills in practice

monitoring and audit tool - provides a means to assess the learning outcomes and content of individual courses delivered by independent training and education providers

accreditation – enables the allocation of Practitioner awards at an appropriate level within National Qualification Frameworks and also as the basis of higher education programmes.

mapping relevant training and qualifications to areas of practice – education and training providers, professional bodies and associations, and employers can find out how well their current education and training provision relates to standards of good practice and identify areas for development.

How can I provide feedback on these standards?

The national professional standards for the Herbal Medicine are designed to be used and refined through their use. The standards will also need to be refined and updated over time in line with changes in professional practice, changes in legislation and evidence-based practice.

Skills for Health welcomes feedback on the standards at any time and in any form. Please send your feedback on the standards to:

Project Manager for CAM
Skills for Health
1st Floor
Goldsmith's House
5-9 Broad Plain
BRISTOL
BS2 0JP
0117 922 1155
kate.smith@skillsforhealth.org.uk
www.skillsforhealth.org.uk

10 What is on the CD-rom?

The CD-rom contains:

Folder	Contents
Guide to the standards	Guide to the national professional standards for herbal medicine
Standards	National professional standards for herbal medicine
Knowledge and Understanding	Knowledge and understanding required to underpin the standards including tradition specific content
Assessment strategy	Detailed requirements for assessing the standards



Notes



Notes