

Complementary and Alternative Healthcare – Kinesiology**Listing of Units and Elements**

Unit		Elements of Competence	
CH-K1	Assess the needs of the client	CH-K1.1	Evaluate and process requests for kinesiology
		CH-K1.2	Prepare to assess the client
		CH-K1.3	Assess the client
		CH-K1.4	Agree action with the client
CH-K2	Treat the client and give guidance on self-help	CH-K2.1	Plan the treatment with the client
		CH-K2.2	Treat the client
		CH-K2.3	Advise the client on self-help
		CH-K2.4	Evaluate the effectiveness of the treatment and self-help

UNIT

CH-K1 Assess the needs of the client

Elements of competence

CH-K1.1 Evaluate and process requests for kinesiology

CH-K1.2 Prepare to assess the client

CH-K1.3 Assess the client

CH-K1.4 Agree action with the client

Information about this unit

Summary

This unit describes the role of the practitioner in assessing clients' needs which affect their health, effective functioning and well-being. This involves evaluating requests for kinesiology and the initial information received on the client, whether it is provided by the client him/herself or comes from another source, such as a referral. In doing this the practitioner needs to consider whether it is appropriate to work with the client or not. The evaluation will include determining the urgency of the client's needs and the overall caseload of the practitioner, together with making the necessary arrangements for the assessment to take place. If the decision is made to see the client, the nature and purpose of the assessment is agreed with them and their needs identified. Some clients may be accompanied by a companion(s). Where this occurs the practitioner is expected to interact with the companion(s) in ways that are appropriate to the needs of the client and the needs of the practitioner. The subsequent assessment aims to determine the nature and extent of the client's needs and to agree a course of action with them. This may be to develop a complementary healthcare programme for the client, to refer the client to another healthcare practitioner or to decide that kinesiology is not appropriate for the client.

Who this unit is aimed at

This unit applies to any practitioner whose work aims to enable clients to improve and maintain their health, effective functioning and well-being through complementary and alternative healthcare wherever they practise.

The clients may be seeking to improve and maintain their health, effective functioning and well-being. Equally, they may have no particular health needs or may have acute or chronic conditions, or be terminally ill. They may be new to kinesiology, new to the practitioner, established in that the practitioner has been working with them for some while or returning to the practitioner after a period of absence.

Principles of good practice

This unit is based on the premise that for effective assessment to take place, the practitioner needs to understand the clients' personal, cultural and social situation and the holistic nature of health, effective functioning and well-being. The practitioner must be able to communicate effectively with clients and any companions and balance the information obtained initially with information gained during the assessment. As the assessment process often acts as a gateway to services, there is also a particular requirement for practitioners to monitor clients and evaluate the extent to which services are meeting the needs of the broad community. Where particular issues or incidents cause concern the practitioner is expected to alert their professional body, their employing organisation or other relevant organisation.

Relationship to other units

This unit focuses on the assessment of clients' needs which affect their health, effective functioning and well-being and the evaluation of how kinesiology might meet those needs. It is similar in content to unit 11.1 in the National Occupational Standards for Professional Activity in Health Promotion and Care but has been put into the specific context of complementary healthcare. It links with Unit CH-K2 in terms of implementing a complementary healthcare programme and advising the client on self-help procedures.

Note: where "client" is referred to, read also "patient", "customer", "pupil" and "learner",

where "companion" is referred to, read also "representative", "partner", "relative", "friend of the client", "another healthcare practitioner" and "appointed chaperone".

Element CH-K1.1 Evaluate and process requests for kinesiology

Performance criteria

You will need to:

- (1) evaluate *requests for services* for their appropriateness
- (2) direct clients to alternative service providers where appropriate
- (3) communicate verbally or in writing in a manner, and at a level and pace appropriate to the individual
- (4) establish the client's *particular requirements* through sensitive questioning
- (5) determine the severity of the client's needs or the risk of their condition deteriorating
- (6) ensure that any fee structures, charges and different methods of payment are clearly understood
- (7) explain possible outcomes, charges and duration of services to the client
- (8) arrange a suitable time and location for the assessment and agree those who should be present
- (9) explain clearly the reasons for any delays between requests and assessment
- (10) record arrangements made for the assessment fully and accurately

Scope:

- 1 *Requests for services from:*
 - a) potential or current clients
 - b) someone acting on behalf of the client (e.g. a parent, carer or appointed person)
 - c) other healthcare practitioners
- 2 *Particular requirements in relation to:*
 - a) the client's personal beliefs and preferences
 - b) the client's age, sex and physical condition
 - c) communication differences
 - d) physical support and access
 - e) emotional and psychological support

Element CH-K1.2 Prepare to assess the client

Performance criteria

You will need to:

- (1) ensure that the assessment environment is appropriate for the client and their needs
- (2) present a *professional appearance* and be prepared and fit to carry out the assessment
- (3) ensure that any equipment, materials, and surrounding *work area* are prepared and meet professional codes of practice, legal and organisational requirements
- (4) evaluate the client's *initial approach and manner* to assess their needs
- (5) introduce the client and any companion to those present and *confirm individual roles*
- (6) *communicate* effectively and in a manner which maintains client goodwill, trust and confidentiality
- (7) explain the nature, scope and duration of the assessment and any related interventions
- (8) inform the client of the records to be made and their right of access to these
- (9) encourage the client to ask questions, seek advice and express any concerns about the assessment
- (10) confirm the consent of the client to the assessment
- (11) interact with any companion(s) of the client in ways that are appropriate to the needs of the client and to your needs

Scope:

- 1 *Professional appearance:*
 - a) own presentation including appropriate dress/uniform/adornment
 - b) personal hygiene
- 2 *Work area is suitable in terms of:*
 - a) ventilation
 - b) lighting
 - c) heating
 - d) level of noise
 - e) privacy
 - f) space
 - g) cleanliness and orderliness
- 3 *Initial approach and manner:*
 - a) appearance
 - b) body language
 - c) behaviour
 - d) posture and gait

- 4 *Confirm individual roles in relation to:*
- a) the client's identity
 - b) the companion's identity
 - c) the role which the client wishes their companion to have and the information the companion should receive
 - d) the identity and roles of any practitioners present
- 5 *Communicate using:*
- a) speech and language
 - b) actions, gestures and body language
 - c) space and position
 - d) the written word or illustrations
 - e) specialised professional hand contact

Element CH-K1.3 Assess the client

Performance criteria

You will need to:

- (1) respect the client's privacy and dignity throughout the assessment and ensure they are as comfortable as possible
- (2) position the client for effective access and to minimise risk of injury to self and discomfort to the client
- (3) conduct the assessment in a manner which encourages the effective participation of the client and meets their *particular requirements*
- (4) support the client to identify significant *aspects of their lives* and use this to inform the assessment
- (5) where possible determine any contra-indications or restrictions to assessment and *take appropriate action*
- (6) use *assessment methods* which are safe, appropriate to the *client's presenting condition* and comply with professional and legal requirements
- (7) systematically establish the client's needs and draw valid *conclusions*
- (8) seek advice and support from an appropriate source when the needs of the client and the complexity of the case are beyond your own remit or capability
- (9) halt the assessment at the request of the client or when the information obtained means that it is unsafe to proceed
- (10) inform the client when additional information is required and obtain their consent to obtain the information
- (11) evaluate the information obtained for and during the assessment and determine appropriate action
- (12) ensure records are signed, dated and include all relevant details and any supporting information

Scope:

- 1 *Particular requirements in relation to:*
 - a) the client's personal beliefs and preferences
 - b) the client's age, sex and physical condition
 - c) communication differences
 - d) physical support and access
 - e) emotional and psychological support

- 2 *Aspects of the client's life to explore:*
 - a) history of the client's health, effective functioning and well-being (physical, emotional, psychological) including any particular conditions, contra-indications and treatments
 - b) lifestyle including diet, exercise and attitude
 - c) work history
 - d) social, educational and family history
 - e) environmental factors

- 3 *Appropriate action to take in relation to contra-indications or restrictions*
 - a) tactfully explain these to the client
 - b) contact the primary medical healthcare professional

- 4 *Assessment methods:*
 - a) verbal: Spoken, written
 - b) visual: posture, gait, body language, behaviour, appearance, signs of conditions or symptoms
 - c) client history, questionnaire, interview
 - d) muscle testing and monitoring of structural, emotional, chemical and energetic factors and/or the relationship between them

- 5 *Client's presenting condition:*
 - a) physical
 - b) behavioural
 - c) psychological
 - d) energetic
 - e) medical
 - f) educational

- 6 *Conclusions in relation to:*
 - a) balance across physical, mental, emotional and social condition
 - b) all the client's signs and symptoms
 - c) relief and/or alleviation of symptoms
 - d) symptoms for which treatment is to be provided with caution
 - e) habits that predispose to or that aggravate the symptoms

Element CH-K1.4 Agree action with the client

Performance criteria

You will need to:

- (1) explain the outcomes of the assessment clearly and in a manner, level and pace *appropriate* to the client
- (2) balance possible successful outcomes with any inherent benefits and risks and the legal duty of care to the client
- (3) inform the client of the content, level of *risk*, duration and projected costs of the proposed action
- (4) explain any *restrictions* to the use of kinesiology and advise on realistic expectations
- (5) advise the client when kinesiology is unsuitable and enable them to seek other healthcare where appropriate
- (6) recommend and agree *action* to suit the client's condition and identified needs
- (7) record the outcomes of the assessment accurately and in sufficient detail to meet professional requirements
- (8) store the records securely

Scope:

- 1 *Appropriate explanation in terms of the client's:*
 - a) current state of health, effective functioning and well-being
 - b) personal beliefs and preferences
 - c) age and level of understanding
 - d) cultural and social background
 - e) awareness and understanding of their condition
- 2 *Risk in relation to:*
 - a) the nature of any subsequent healthcare programme
 - b) the client and their overall health, effective functioning and well-being
 - c) evidence from past practice and the success of the interventions concerned
 - d) the setting(s) in which interventions will take place
 - e) the practitioners involved
- 3 *Restrictions:*
 - a) human resources
 - b) cost
 - c) physical
 - d) technological
- 4 *Action could include:*
 - a) develop a healthcare programme for the client
 - b) further assessment
 - c) refer to another healthcare practitioner
 - d) no further action

UNIT

CH-K2 Treat the client and give guidance on self-help

Elements of competence

- CH-K2.1 Plan the treatment with the client
 - CH-K2.2 Treat the client
 - CH-K2.3 Advise the client on self-help
 - CH-K2.4 Evaluate the effectiveness of the treatment and self-help
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Information about this unit

Summary

This unit describes standards for planning, implementing, monitoring and reviewing programmes of kinesiology for clients. It includes giving guidance on methods of self-help to supplement or succeed treatment. The actions which the practitioner takes should be planned and evaluated with the clients concerned.

Who this unit is aimed at

This unit applies to any practitioner whose work aims to enable clients to improve and maintain their health, effective functioning and well-being through kinesiology and through educating them towards a self-help procedure. It covers treatment and guidance given by the practitioner wherever they practice.

The clients may be seeking to improve their health, effective functioning and well-being. Equally they may have no particular health needs or may have acute or chronic conditions, or be terminally ill. They may be new to kinesiology, new to the practitioner, established in that the practitioner has been working with them for some while or returning to the practitioner after a period of absence.

Principles of good practice

This unit is based on the premise that for treatment and for advice on self-help to be effective the practitioner needs to understand the context of the client and the holistic nature of health, effective functioning and well-being. The practitioner must be able to communicate effectively with clients and any companion(s) of the client and integrate their work with that of other practitioners. Practitioners should actively encourage their client to take responsibility for their own health, effective functioning and well-being, particularly through use of self-help either to supplement or to succeed the complementary healthcare given.

Relationship to other units

This unit links with unit CH-K1 and is similar in content to unit 11.2 in the National Occupational Standards for Professional Activity in Health Promotion and Care but has been put into the specific context of complementary healthcare.

Note: where “client” is referred to, read also “patient”, “customer”, “pupil” and “learner”,

where “companion” is referred to, read also “representative”, “partner”, “relative”, “friend of the client”, “another healthcare practitioner” and “appointed chaperone”.

Element CH-K2.1 Plan the treatment with the client

Performance criteria

You will need to:

- (1) ensure that information about the client is sufficient to plan the treatment
- (2) explain the available *treatment options* which meet the client's circumstances, identified needs and their personal beliefs and preferences
- (3) encourage the client to take responsibility for their own health, effective functioning and well-being
- (4) discuss the treatment and potential outcomes with the client, check their understanding and support them to make informed choices
- (5) agree the location and timing of the treatment and make the necessary arrangements
- (6) explain how the treatment and self-help programme will be evaluated and reviewed
- (7) determine issues of confidentiality with the client and confirm their agreement
- (8) record the agreed treatment and self-help accurately, and in sufficient detail to meet professional requirements
- (9) obtain the consent of the client to proceed
- (10) interact with any companion(s) of the client in ways that are appropriate to the needs of the client and to your needs

Scope:

- 1 *Treatment Options:*
 - a) one-off consultation
 - b) programme of consultations
 - c) refer to other health professionals

Element CH-K2.2 Treat the client

Performance criteria

You will need to:

- (1) ensure that the complementary healthcare environment is appropriate for the client and their needs
- (2) present a *professional appearance* and be prepared and fit to carry out the complementary healthcare
- (3) ensure that any equipment, materials, and surrounding *work area* meet professional codes of practice, legal and organisational requirements
- (4) position the client for effective access and to minimise risk of injury to self and to give as much comfort as possible to the client
- (5) reassure the client and encourage them to relax and interact as they wish
- (6) carry out the *treatment* safely and appropriately as indicated by muscle testing, muscle monitoring and/or observation
- (7) make appropriate adjustments to the treatment to meet the client's changing needs
- (8) explain the treatment, if appropriate, as it is carried out
- (9) respond effectively to deal with *reactions to the treatment*
- (10) check the client's well-being throughout the treatment and give reassurance where needed
- (11) offer clear and accurate advice and support to the client to deal with reactions
- (12) ensure the client is fit to travel before they leave the premises

Scope:

- 1 *Professional appearance:*
 - a) own presentation including appropriate dress/uniform/adornment
 - b) personal hygiene
- 2 *Work area is suitable in terms of:*
 - a) ventilation
 - b) lighting
 - c) heating
 - d) level and nature of noise
 - e) privacy
 - f) space
 - g) cleanliness and orderliness
- 3 *Treatment:*
 - a) structural
 - b) emotional
 - c) chemical
 - d) energetic
- 4 *Reactions to the treatment:*

- a) structural changes
- b) emotional changes
- c) chemical changes
- d) energetic changes

Element CH-K2.3 Advise the client on self-help

Performance criteria

You will need to:

- (1) ensure that the *work area* is appropriate for the client and their needs
- (2) present a *professional appearance* and be prepared and fit to advise and educate the client
- (3) clarify and agree the client's understanding of their role and responsibilities in relation to learning the self-help procedure(s)
- (4) explain the recommended *self-help procedure(s)* and actions to be taken by the client and the *potential consequences of not following the advice*
- (5) check the client's understanding and use of the recommended self-help procedure(s)
- (6) inform the client of the range of possible *outcomes* of using the self-help procedure(s) and the appropriate actions to take
- (7) respond to questions and concerns of the client and offer appropriate advice
- (8) encourage the client to seek further advice if they have concerns whilst using the self-help procedure(s)
- (9) acknowledge the rights of the client not to adopt your recommendations
- (10) encourage the client to note the *effects of using the self-help procedure(s)* in sufficient detail for use in any review

Scope:

- 1 *Work area is suitable in terms of:*
 - a) ventilation
 - b) lighting
 - c) heating
 - d) level and nature of noise
 - e) privacy
 - f) space
 - g) cleanliness and orderliness
- 2 *Professional appearance:*
 - a) own presentation including appropriate dress/uniform/adornment
 - b) personal hygiene
- 3 *Self-help procedure(s):*
 - a) lifestyle changes
 - b) structural changes
 - c) emotional changes
 - d) chemical changes
 - e) energetic changes

4 *Potential consequences of not following advice:*

- a) no change
- b) deterioration
- c) improvement

5 *Outcomes:*

- a) structural changes
- b) emotional changes
- c) chemical changes
- d) energetic changes

6 *Effects of using the self-help procedure(s):*

- a) lifestyle changes
- b) behavioural changes
- c) emotional changes
- d) physical changes
- e) energetic changes
- f) no discernable change

Element CH-K2.4 Evaluate the effectiveness of the treatment and self-help

Performance criteria

You will need to:

- (1) discuss the *outcomes* of the treatment and the self-help actions in a manner, level and pace suited to the client and any companion(s)
- (2) encourage the client to *evaluate* the effectiveness of the treatment and self-help actions and suggest possible modifications
- (3) make appropriate adjustments to the treatment and self-help actions to meet the client's changing needs
- (4) agree future treatment and self-help actions with the client
- (5) encourage the client to take responsibility for their own health, effective functioning and well-being
- (6) advise the client where kinesiology is unsuitable and support them to seek other healthcare where appropriate
- (7) obtain the client's consent if confidential information needs to be passed on
- (8) interact with any companion(s) of the client in ways that are appropriate to the needs of the client and to your needs
- (9) record the outcomes of the review accurately and in sufficient detail to meet professional requirements
- (10) store the records securely
- (11) evaluate the experience you have gained from treating the client to inform future practice

Scope:

- 1 *Outcomes:*
 - a) improvement in the client's health, effective functioning and well-being
 - b) maintenance and stability
 - c) palliative
 - d) deterioration in the client's health, effective functioning and well-being
- 2 *Evaluation includes:*
 - a) client's experience of the programme
 - b) extent to which the programme has met the needs of the client
 - c) the client's broader needs
 - d) other factors which may have affected the programme's effectiveness

Knowledge and Understanding

The knowledge and understanding needed to support competent performance of the standards of competence is presented under a number of headings. The headings are as follows:

- A Professional standards and codes of conduct
- B Legislation
- C Employment and organisational policies and practices
- D Communication and the professional relationship
- E Work role and practice - reflecting and developing
- F Confidentiality
- G Consent
- H Practice management
- I Health, effective functioning and well-being
- J The scope and methods of kinesiology
- K Anatomy and physiology
- L Nutrition
- M Pathology and regeneration
- N Kinesiology skills and methods
- O Assessing the client's needs and the appropriateness of kinesiology
- P Providing treatment
- Q Evaluating and reviewing the effectiveness of the kinesiology

Knowledge and understanding needed for the standards in units CH-K1 and CH-K2

You should know and understand:

A Professional standards and codes of conduct

- 1 the professional standards and code of conduct for your discipline
- 2 the role of the professional body setting the rules and ethics of your discipline
- 3 the rules, ethics and codes of conduct of your profession and how they apply to your own practice
- 4 why it is important to keep your understanding of professional rules and codes of conduct up to date
- 5 how to balance your own responsibilities as a professional with any contractual or other requirements of any organisation within which you work

B Legislation

- 1 current relevant health and safety legislation and how it applies to your own work role
- 2 legislation relating to obtaining, storing and using information and supplying services
- 3 the importance of keeping your understanding of legislation up to date
- 4 how relevant legislation impacts on your own work

C Employment and organisational policies and practices

- 1 the roles and functions of the principal agencies with whom you work
- 2 sources of information within the health and social care sector and how to access them
- 3 why it is important to respect the rights of clients
- 4 the extent of your own remit as a practitioner and the limits of your responsibilities
- 5 how your own role relates to that of other professionals within the principal agencies with whom you work
- 6 the organisational requirements and restrictions relating to the use of resources
- 7 the range of resources and options available to meet the client's needs

D Communication and the professional relationship

- 1 how to achieve effective communication through observation, sensitive questioning and listening
- 2 how to adapt vocabulary, pace and tone of speaking to meet the needs of the client
- 3 what forms of verbal and non-verbal communication are available and how to use these positively
- 4 how to check understanding with the client by reading and using a variety of signals

- 5 how to position self and client to encourage communication
- 6 how to recognise and overcome barriers to communication
- 7 why certain environments can inhibit communication and how to minimise this
- 8 why it is important to encourage the client (and any companion(s)) to ask questions, seek advice and express any concerns
- 9 the nature of a professional relationship and how to develop it with clients
- 10 the need for, and how to use, inter-personal skills when communicating with the client
- 11 how to respond to conflicting advice which clients may receive from different practitioners

E Work role and practice - reflecting and developing

- 1 why it is important to reflect on your own practice and identify any development needs
- 2 how to evaluate the effectiveness of your own actions and learn from experience
- 3 the information available on effective complementary healthcare and how to evaluate and use this information within your own practice
- 4 how the models and concepts in your area of practice have evolved and developed, how they tend to change with time and the similarities and differences between different versions
- 5 how to develop links with other healthcare providers and the protocols for doing this
- 6 how to acknowledge the limits of your own knowledge and competence and the importance of not exceeding these

F Confidentiality

- 1 the importance of recognising and maintaining the client's right to confidentiality
- 2 how to balance the client's rights against your responsibility to others
- 3 what to take into account when passing on information about clients
- 4 what the procedures and requirements on confidentiality, security and transmission of information are for your organisation and for any other organisation that you may need to contact regarding a client
- 5 the ways in which confidentiality may be breached and how to prevent this occurrence

G Consent

- 1 what is meant by "implied" and "informed" consent and the circumstances in which these may arise
- 2 the guidance given by your professional body on implied and informed consent and when written consent should be obtained
- 3 why it is important to ensure that clients have been given sufficient information to give or refuse consent

- 4 who holds responsibility for gaining consent and when this should be done
- 5 how informed consent may be obtained from clients who are unable to give the consent themselves and who has the right to give this consent
- 6 how to confirm that the agreements reached are likely to be in the clients' best interest
- 7 what the policies on consent, including any specific requirements under contractual agreements are for your organisation and for any other organisation that you may need to contact regarding a client

H Practice management

- 1 why it is important to protect client confidentiality
- 2 how to keep records to protect confidentiality and security of information
- 3 how to keep records so that an audit can be undertaken
- 4 why it is important to record all the necessary information in a format suitable for further use
- 5 who has the right of access to information held on records
- 6 why it is important to acknowledge and respect an individual's rights and dignity and ways of doing this
- 7 what circumstances may indicate a need for the presence of a third party
- 8 who may act as a companion for the client and how to interact with them
- 9 what your legal and ethical responsibilities are in relation to the client's health and safety
- 10 how to maintain your practice in line with health and safety legislation
- 11 how to be supportive to the client (and any companion) whilst managing time effectively
- 12 how to obtain information on commonly encountered diseases, drugs and their side effects

I Health, effective functioning and well-being

- 1 the concept of health, effective functioning and well-being that is consistent with the practice, principles and theory underlying your discipline
- 2 why it is important to recognise that the client's previous and present care may affect their health, effective functioning and well-being
- 3 how the psychological and emotional balance of the client may affect their health, effective functioning and well-being
- 4 how to recognise when the body is in health balance and when it is not functioning as it should
- 5 how signs and symptoms may be suppressed or altered by other factors such as medication, exercise, diet

- 6 how the client's diet, lifestyle and emotional state can affect their health, effective functioning and well-being
- 7 how the physical, social, emotional and economic context in which people live affects their health, effective functioning and well-being
- 8 how personal beliefs and preferences affect how clients live and the choices they make
- 9 what resources are available to clients to make changes to the context in which they live and make choices about their lifestyles
- 10 the nature of illness and the impact this may have on a client's health, effective functioning and well-being
- 11 why it is important to recognise conditions which may pose a serious risk to the client and when to seek immediate help or advice from other professional sources
- 12 the nature of disability and your role in working with those who have disabilities
- 13 how an individual's abilities and disabilities may affect the nature and form of support and manner in which you provide it

J The scope and methods of kinesiology

- 1 the history, principles and development of kinesiology from the original research by Dr. George Goodheart to the present day
- 2 how to recognise when kinesiology may be a suitable healthcare option for the client
- 3 how to recognise when kinesiology may complement other healthcare which the client is receiving
- 4 how to recognise conditions for which the discipline is incomplete in itself and for which the client should seek advice from other sources
- 5 the circumstances when you may choose not to accept a client:
 - kinesiology is unlikely to succeed
 - the client does not want kinesiology
 - you do not wish to provide treatment
- 6 the circumstances when you must not accept a client:
 - kinesiology is contra-indicated
 - you do not have the requisite experience or expertise
 - other healthcare should be sought
- 7 the range, purpose and limitations of different methods, which may be used for different clients with different needs
- 8 how to determine the most appropriate method(s) for different clients and their particular needs
- 9 how to tailor treatment appropriately for each individual
- 10 how to judge whether self-help procedure(s) is/are appropriate for the client

K Anatomy & physiology

- 1 the structure, function, location and interaction of; cells, tissues, glands, organs and systems
- 2 the structure and function of the skeletal system
- 3 the types, classification and structure of joints: range of movements
- 4 the structure and function of muscles, including types of muscles (voluntary, involuntary, cardiac)
- 5 the definition of origin and insertion of muscles
- 6 the origin, insertion and actions of the major muscle groups
- 7 the functional interaction of muscles
- 8 muscle tone and how and why it can vary
- 9 muscle fatigue: the causes and recognition
- 10 the structure and function of the following:
 - cardio vascular system
 - lymphatic system
 - nervous system
 - endocrine system
 - digestive system
 - respiratory system
 - urinary system
 - reproductive system
 - immune system
 - the skin
 - cells and tissues
 - glands and organs
- 11 the interdependence of the body systems

L Nutrition

- 1 The anatomy and physiology of the digestive system
- 2 The role of digestive enzymes
- 3 The metabolism of carbohydrates, proteins and lipids
- 4 The function of vitamins, minerals, amino acids, essential fatty acids, antioxidants and phytochemicals
- 5 The role of water and fibre
- 6 Food combining and acid/alkaline balance
- 7 Anti-nutrients: sugar, heavy metals, pesticides, free radicals, drugs, stimulants
- 8 Factors affecting food quality: production, storage, processing, preparation
- 9 Ideal diet and nutritional indices
- 10 Safe and effective use of supplements in nutrition

11 Allergy and food sensitivity

M Pathology and regeneration

1 The concept of balance and imbalance

2 The principles of:

- healing processes
- disease processes
- allergies and sensitivities
- nutritional deficiency
- toxicity
- drug interactions

N Kinesiology skills and methods

1 the energetic connections and corrections of the muscles that meet the specific requirements of both foundation and advanced training within a professionally recognised branch of kinesiology.

2 the structure and functions of the acupuncture meridian system

3 the inter-relationship between the acupuncture meridian system with the other body systems

4 how to use muscle testing and muscle monitoring to identify an imbalance in the muscle meridian organ gland circuits

5 how to use muscle testing and muscle monitoring to reveal imbalances in and between the different systems

6 how to use muscle testing and muscle monitoring as a biofeedback mechanism by deliberately applying a stimulus/stimuli to elicit a response (challenge)

7 how and when to apply the methods of Kinesiology in relation to chemical, structural, emotional and/or energetic imbalances

8 the common methods of Kinesiology and the effects of:

- nutritional support
- neuro-lymphatic reflex stimulation
- neuro-vascular reflex holding points
- meridian energy balancing
- elements balancing
- electro-magnetic balancing
- emotional stress release
- subtle energy balancing
- vibrational energy balancing
- exercise/movement
- structural balancing

9 how to check the effectiveness of the corrections and treatment using muscle testing, muscle monitoring and/or observation

Knowledge and understanding and needed for the standards in units CH-K1

O Assessing the client's needs and the appropriateness of kinesiology

1 how to provide an appropriate assessment environment for the client and the importance of

doing so

- 2 how to select, prepare and use a range of equipment and materials that are needed to assess the client
- 3 how to prepare and present yourself correctly to carry out assessment
- 4 why it is important to introduce everyone present and confirm their role within the assessment process
- 5 how to clarify and confirm the client's (and any companion's) understanding of the assessment process
- 6 how to interpret the client's initial approach and manner and identify their needs
- 7 how to select and use different assessment methods effectively
- 8 the amount of time which each assessment method is likely to take to establish the client's needs
- 9 the importance of respecting the client's privacy and dignity and affording them as much comfort as possible during assessment
- 10 how to establish valid and reliable information about the client, determine the priority of need and formulate your initial hypothesis
- 11 the information which would confirm or deny initial hypothesis and the reasons for this in particular cases
- 12 the likely causes of particular conditions and the possibility of changing these
- 13 the potential risks of various courses of action for the client and how to assess these realistically
- 14 how to determine the meaning and significance of the information given by the client and how to deal with any inconsistent information gained during assessment
- 15 why it is important to acknowledge your own limitations and when there may be a need to refer the client on to other healthcare practitioners
- 16 why it is important to explain the reasons for any delay between requests and assessment
- 17 the appropriate actions to take on the basis of the assessment to suit the client's condition and identified need

Knowledge and understanding needed for the standards in unit CH-K2

P Providing treatment

- 1 the importance of explaining the treatment and self-help options and methods to meet the needs of the client and what the potential consequences of not doing so may be
- 2 the role which the client (and others) may take, and may need to take, if the treatment or self-help is to be successful and how to explain and agree them with the client (and any companion)
- 3 how to support the client to make informed choices
- 4 the importance of agreeing the location and timing of the complementary healthcare sessions with the client and the factors, which may intervene and alter plans
- 5 why evaluation methods should be determined at the planning stage and what the client's role will be in the evaluation
- 6 the importance of encouraging the client to be as actively involved as possible and the relationship of this to the promotion of their health, effective functioning and well-being
- 7 how to monitor and evaluate changes in the client, assess which changes are related to the treatment and use this information to inform future practice
- 8 how to evaluate efficacy and suitability of the complementary healthcare for a client and how to decide when it should be halted and/or discontinued
- 9 methods and processes for evaluating information as the complementary healthcare proceeds and using this to inform future practice
- 10 the potential risks associated with client self-help and the extent of your responsibilities
- 11 the importance of giving clear and accurate advice on self-help and the consequences of not doing so

Q Evaluating and reviewing the effectiveness of the kinesiology

- 1 what information is needed for the review to be carried out effectively
- 2 how to review the effectiveness of the complementary healthcare programme with the client and evaluate the extent to which their needs have been met
- 3 the importance of evaluating the complementary healthcare as a whole
- 4 how and why you should encourage the client (and any companion) to take a full and active part in the review process and to offer their views
- 5 how the client (and any companion) may indicate concerns in the process without making their concerns clear and explicit
- 6 the importance of active listening in evaluating the kinesiology programme with the client
- 7 the range of different ways in which the kinesiology programme can be altered to meet the needs of the client and the ways in which their needs may have changed
- 8 why it is necessary to help and support the client to consider the implications of any changes

made to their programme of care

- 9 how to record the content and outcomes of the review process and what information should be included
- 10 the variety of reasons there may be for discontinuing the complementary healthcare programme with the client

Kinesiology National Occupational Standards

Glossary of Terms

Acupuncture System	An energy system made up of energy pathways called meridians, along which are located acupuncture points. Kinesiology principally considers meridians that are associated with organs or glands, muscles and emotions
Assessment	Evaluation of relevant factors relating to the clients health, well being and effective functioning
Balance	Optimum functioning and the process involved in achieving this
Body	The physical, chemical, mental, emotional and energetic attributes of a person
Challenge	Deliberate application of a stimulus to elicit a response
Chemical	Any factor of chemistry affecting the client
Correction	Something which is done as part of the treatment process, to, with, or by, the client, which is intended to bring about a balancing effect
Educational	Awareness of learning abilities
Emotional	Relating to feelings and states of mind
Energetic	Relating to the energy in the subtle energy systems. For example – Meridians, Chakra
Energy	The force or flow in and around the various body systems
Goal	An end or aim. Conditions of an agreement
Health	The best physical, chemical, mental emotional and energetic state for an individual at any given time
Imbalance	Sub-optimum functioning
Kinesiology	The use of muscle monitoring to: <ol style="list-style-type: none">1) Identify imbalances in the body's structural, chemical, mental/emotional or other energy2) Establish the body's priority healing needs3) Evaluate energy changes brought about by a broad spectrum of both manual and non-manual therapeutic procedures
Learning	Gaining knowledge, skill or ability
Lifestyle	A way of living, a characteristic way of life
Meridian	Energy pathway

Method	Way of doing something, for example assessment, correction, technique or treatment
Mode	A particular configuration of the person
Muscle Testing	A test of neurological function, and not muscle strength
Muscle Response	When the muscle reacts to a muscle test
Muscle Monitoring	To evaluate neurological response(s) due to bio-feedback from the mind/body system
Practitioner	A professional worker in Kinesiology
Programme	A plan of intended treatment relating to the clients health, well being and effective functioning
Review	Retrospective consideration of the assessment and the outcomes
Session	A single specific period of time designated to the client
Structural	Relating to human anatomy and physiology - muscular and skeletal systems
Surrogate	An appropriate substitute person for the client upon whom Kinesiology is carried out
Treatment	A remedial balancing effect
Well-being	A healthy, balanced state – in body, mind and spirit

COMPONENT PARTS OF NATIONAL OCCUPATIONAL STANDARDS

People need to acquire knowledge, understanding and skills to enable them to act – the knowledge, understanding and skills which people need to develop to meet the national occupational standards consistently are identified as part of the standards development process. In a national occupational standard, the knowledge, understanding and skills which support the achievement of the standard are identified – so there is a direct and clear relationship between knowledge and action.

Key role

The occupational functions which have to be achieved in an occupational sector, or particular area of practice.

National Occupational Standards

A specification, agreed nationally, of good practice at work. The standard is presented as performance criteria, the scope of circumstances in which performance should be demonstrated, and the knowledge and understanding required. National occupational standards are presented in Units of Competence.

Units of Competence

Units of Competence provide a description of a work function which has significant value in the occupation and which an individual can hold responsibility for achieving. They describe what needs to be achieved. This description is the result of successful action – it is not the action itself. Units are divided into Elements of competence. Each Element describes a task or action which needs to be performed to a specified standard.

Performance criteria

The most important things which have to be done to achieve the desired outcome. Each criterion in itself is an important performance indicator. Performance criteria include the results of effective action, the way in which things are done - the process; and deal with unusual events or contingencies.

Scope

The scope of circumstances in which performance standards of an Element must be demonstrated. This part of the standard picks up the important variations encountered in routine and non-routine work.