

Kete Whakaōrite

Tikanga ā-Rongoā

Te Mauri o te Rongoā

Kete Tuawha



Introduction

In 2006, the Ministry of Health released *Taonga Tuku Iho – Treasures of our Heritage: Rongoā Development Plan*. The aim of the plan was to provide a framework for strengthening the provision of quality rongoā services throughout Aotearoa.

In 2014, the Ministry of Health completed the development of *Tikanga ā-Rongoā*, a voluntary standard that provides clear requirements for providers to attain safe and quality rongoā care to tūroro.

This toolkit forms part of a collection of toolkits, Kete Whakaōrite, which provides guidance on how these can be achieved. The guidance examples are not intended to be a checklist. Many of the solutions contain a range of processes required to achieve the outcome. The solutions are intended to be a guide and for some criteria we have purposely left these vacant so providers and organisations can identify their own solutions based on current everyday solutions practised by service providers. An attempt has been made to keep the prescriptive detail to a minimum balanced with the need to provide an adequate level of prompting to ensure consistent interpretation by service providers. In addition to this, the solutions are intended to provide guidance to assessors and assist with consistency of interpretation thus reducing variances between individual assessors.

Kete Whakaōrite

Kete Whakaōrite is designed to evaluate the rongoā service provider outcomes against those required by *Tikanga ā-Rongoā*, and aims to:

- establish the degree of attainment against *Tikanga ā-Rongoā*
- identify areas of compliance
- identify areas requiring additional improvement in order to reduce risk levels and provide safe services to tūroro.

This can be achieved by:

- focusing on the required outcomes of *Tikanga ā-Rongoā*
- identifying common acceptable solutions (system, processes, methods) appropriate to tūroro, whānau and the rongoā service and setting in order to attain the desired outcomes
- recognising alternative solutions that achieve the same outcome while providing safe services to all
- evaluating the level of attainment within a continuous quality improvement framework.

There are five toolkits in Kete Whakaōrite that provide guidance to assessors and assist with consistency of interpretation thus reducing variances between individual assessors.

Toolkit 1	Toolkit 2	Toolkit 3	Toolkit 4	Toolkit 5
<i>Tūroro Tino Rangatiratanga</i>	<i>Te Pāharakeke o te Rongoā</i>	<i>Rongoā Taonga Tuku Iho</i>	<i>Te Mauri o te Rongoā</i>	<i>Te Kahukiwi Rongoā</i>
This toolkit focuses on looking at treating the overall health of the tūroro in a holistic way. The total wellbeing of the tūroro is paramount.	This toolkit details structures, strategies, systems, policies and procedures that should be developed to ensure quality rongoā service delivery.	This toolkit endorses overarching principles that are the foundation for the development and implementation of a quality rongoā service.	This toolkit upholds the preservation of mauri as the life principle for Māori wellbeing. Mauri weaves through aspects of rongoā service delivery, an essential essence of being, and an energy that permeates through all things, animate or inanimate.	This toolkit supports determining rongoā principles and practices within the context of rohe tikanga.

Whakaōrite ngā kaupapa rongoā

Whakaōrite ngā kaupapa rongoā is an inclusive rohe-centred approach to the delivery and practice of rongoā. It identifies fundamental elements of an ideal rongoā practice and is a framework that can be used to validate, verify and endorse the integrity of the delivery and practice of rongoā. Integral to the delivery and practice of rongoā is tikanga ā-rohe.

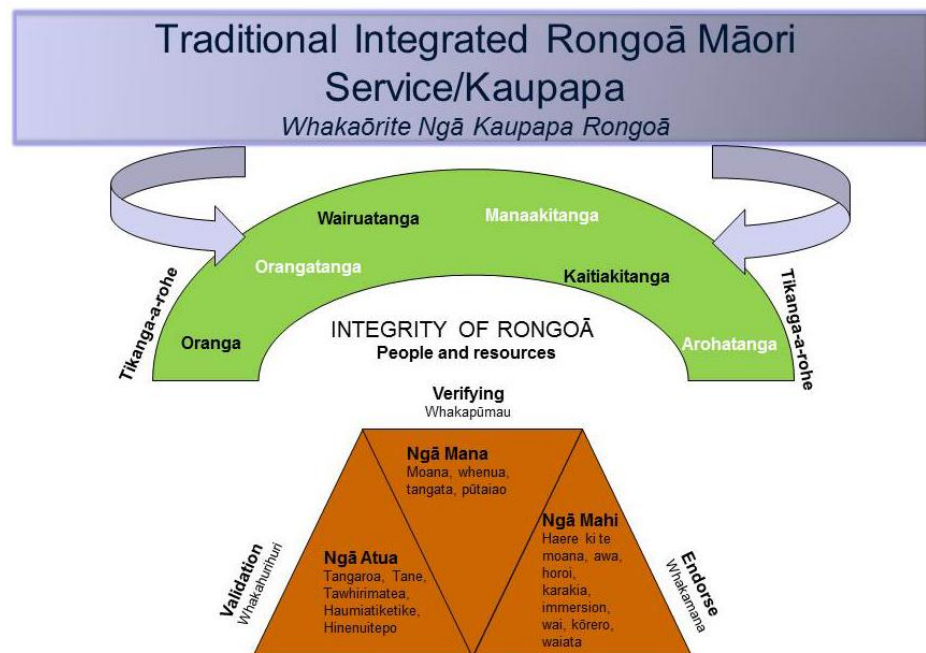
Some of the basic principles governing rongoā include wairuatanga, manaakitanga, kaitiakitanga and arohatanga.

Three fundamental building blocks make up rongoā tikanga.

1. Ngā Atua: all rongoā mahi can be traced back to Atua.
2. Ngā Mana: refers to elements of the environment used to provide resources for the rongoā practice.
3. Ngā Mahi: refers to how knowledge of rongoā is applied.

These components are illustrated in Figure 1.

Figure 1: Traditional Integrated Rongoā Māori Service/Kaupapa



Ngā kiwai o te kete

All criteria within *Tikanga ā-Rongoā* must be met.

This process requires the rongoā service to determine the level of attainment it currently achieves for each relevant criterion. The levels of attainment are based upon a continuous quality improvement model and are incremental.

The stages range from unattained (UA) through to continued improvement (CI).

	Attainment level	Interpretation
CI	Continuous improvement	In addition to fully attaining the criterion the rongoā service can show continuous improvement by clearly demonstrating a review process including analysis and reporting of findings, evidence of action taken based on those findings, and improvements to service provision and tūroro safety or satisfaction as a result of the review process.
FA	Fully attained	The rongoā service can clearly demonstrate implementation (practice evidence, training, records, visual evidence and so on) of the process, systems or structures in order to meet the required outcome of the criterion.
PA	Partial attainment	There is evidence of appropriate process (policy/procedure/guideline and so on), system or structure implementation without the required supporting documentation. Or a documented process (policy/procedure/guideline and so on), system or structure is evident but the rongoā service is unable to demonstrate implementation where this is required.
UA	Unattained	The rongoā service is unable to demonstrate appropriate processes, systems or structures to meet the required outcome of the criterion.

How is this assessed?

One or more evaluation methods or processes may be chosen to evaluate criteria and/or provide evidence of compliance. The rongoā service provider should identify the methods most appropriate to evaluate its service with regard to the service provider setting and specific tūroro groups. The following list of options has been developed to assist with recording the evaluation method chosen for each criterion.

D	Documentation record/review
I*	Interview
Si	Service provider interview
STI	Staff interview
MI	Manager interview
TI	Tūroro interview
TAI	Tikanga focused interview
V	Visual inspection
Q*	Questionnaire
TQ	Tūroro questionnaire
SQ	Service provider questionnaire
STQ	Staff questionnaire
Ta	Tikanga focused assessment
L	Linked services, family, and referral services interview
* Indicates that there is a choice of options with the review process.	

Risk management

This process requires the rongoā service provider (internal or external) to identify the degree of risk to the safety of the tūroro associated with the level of attainment achieved for each criterion.

The ‘risk’ should be assessed in relation to the possible impact on the tūroro based on the consequence and likelihood of harm occurring as a result of the criterion not being fully implemented.

The risk assessment matrix (page 7) should be used when the evaluation result for any criterion is partially attained (PA) or unattained (UA).

To use the risk assessment matrix you should:

- a. consider the consequence for tūroro safety of the criterion being only partially attained (PA) or unattained (UA) – ranging from extreme/actual harm to no significant risk of harm occurring
- b. consider the likelihood of this adverse event occurring as a result of the criterion being only partially attained (PA) unattained (UA) – ranging from the occurrence being almost certain to rare
- c. plot your findings on the risk assessment matrix in order to identify the level of risk – ranging from critical to negligible
- d. prioritise risks in relation to severity (for example, critical to negligible)
- e. take appropriate action to eliminate or minimise risk within the timeframe indicated by the action required column.

Risk assessment matrix

Level of risk		Likelihood					Action required
		The likelihood of this occurring is almost certain	The likelihood of this occurring is likely	The likelihood of this occurring is moderate	The likelihood of this occurring is unlikely	The likelihood of this occurring is rare	
Consequence	The consequence of these criteria not being met would put tūroro at an extreme risk of harm or actual harm occurring	Critical	Critical	High	Moderate	Low	Critical This would require immediate corrective action in order to rectify the identified issue including documentation and sign-off by the evaluator within 24 hours to ensure tūroro safety
	The consequence of these criteria not being met would put tūroro at significant risk of harm	Critical	High	Moderate	Low	Low	High This would require a negotiated plan in order to rectify the issue within six weeks
	The consequence of these criteria not being met would put tūroro at moderate risk of harm	High	Moderate	Moderate	Low	Low	Moderate This would require a negotiated plan in order to rectify the issue within a specified timeframe (for example, within six months)
	The consequence of these criteria not being met would put tūroro at minimal risk of harm	Moderate	Low	Low	Low	Low	Low This would require a negotiated plan in order to rectify the issue within a specified timeframe (for example, within one year)
	The risk of harm is significant even if these criteria are not met	Low	Low	Negligible	Negligible	Negligible	Negligible This would require no additional action or planning

Example

The following example demonstrates how the assessment may be completed.

1 Tūroro Tino Rangatiratanga

Outcome – The rights and mana of the tūroro are respected and upheld

Criteria ↓	Standard 1.1 Te Mana Tangata <i>The rongoā service is delivered by a rongoā service provider according to the rights and mana of the tūroro.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
1.1.1	The rongoā practitioner demonstrates knowledge and understanding of the mana of the tūroro under existing legislation and incorporates them as part of their everyday practice.	<i>The assessor interviewed both the practitioner and tikanga advisor to confirm the regularity and accessibility of learning tools and information. Records and dates of assessments were reviewed. Questionnaires answered by tūroro and staff confirmed records and assessments.</i>	Continuous improvement		This may be achieved by, but is not limited to: a. learning, including induction and ongoing development of best practice models being made available to rongoā practitioners relevant to their role and level of contact with tūroro b. tūroro information is documented and maintained in a confidential manner c. assessments are regularly conducted to ensure practitioner understanding of rongoā practice and principles.	Service provider interview	
			Fully attained	✓		Staff interview	✓
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	✓
						Visual inspection	
						Tūroro questionnaire	✓
						Service provider questionnaire	
						Staff questionnaire	
						Tikanga focused assessment	✓
				Linked services, family and referral services interview			

RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☒ Negligible

Te Mauri o te Rongoā

The preservation of mauri is seen as a life principle for Māori wellbeing as illustrated in the diagram. Mauri weaves through all aspects of rongoā service delivery ensuring health and safety practices protect tūroro, providers, practitioners and the organisation.

Within the context of rongoā, mauri denotes health and spirit, a sustaining intrinsic life force, an essential essence of being, an energy that permeates through all things, animate and inanimate.

Concepts of mauri include:

- all things are connected through whakapapa
- all things of the natural world are connected and interdependent
- there is an existing relationship between the natural environment and the spiritual world
- shifts in the balance of the environment or mauri (for example, through misuse, damage, overuse) would cause shifts in other parts of the system and its related components – as a result, the whole system is eventually affected
- maintaining and restoring balance to a system.



4 Te Mauri o te Rongoā

Outcome – Te haumarutanga of tūroro, providers, practitioners and whānau is promoted by the rongoā service provider.

Criteria ↓	Standard 4.1 Te Mauri Haumarū <i>The rongoā service demonstrates a duty of care to ensure the health and safety of tūroro, whānau, practitioners and providers.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.1.1	There is a health and safety management system to enable proactive identification and minimisation of workplace hazards and early reporting of incidents, near misses and accidents.		Continuous improvement		This may be achieved by, but is not limited to: a. an induction process for all staff about the health and safety management system b. conducting quarterly workplace inspections to ensure the workplace is free from hazards c. policies and procedures exist for handling and disposal of hazardous waste d. specifying the rongoā service provider's responsibilities for te haumarutanga e. regularly assessing the health and safety management system	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
					Visual inspection		
					Tūroro questionnaire		
					Service provider questionnaire		
					Staff questionnaire		
					Tikanga focused assessment		
					Linked services, family and referral services interview		
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.1.2	Staff attend compulsory safety training.		Continuous improvement		This may be achieved by, but is not limited to maintaining a training register that confirms attendees at each session.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
					Visual inspection		
					Tūroro questionnaire		
					Service provider questionnaire		
					Staff questionnaire		
					Tikanga focused assessment		
					Linked services, family and referral services interview		
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

Criteria ↓	Standard 4.1 Te Mauri Haumarū <i>The rongoā service demonstrates a duty of care to ensure the health and safety of tūroro, whānau, practitioners and providers.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.1.3	Buildings and equipment are regularly cleaned and maintained.		Continuous improvement		This may be achieved by, but is not limited to: a. the rongoā service provider supplies cleaning equipment for regular cleaning of buildings and equipment b. equipment and materials are safely and securely stored when not in use c. waste and spillage is disposed of correctly, safely, and without delay in accordance with tikanga.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:	Tikanga focused interview			
				Visual inspection			
				Tūroro questionnaire			
				Service provider questionnaire			
				Staff questionnaire			
					Linked services, family and referral services interview		
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.1.4	Use of equipment is by authorised and qualified staff only.		Continuous improvement			Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:	Tikanga focused interview			
				Visual inspection			
				Tūroro questionnaire			
				Service provider questionnaire			
				Staff questionnaire			
					Linked services, family and referral services interview		
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

4 Te Mauri o te Rongoā

Standard 4.2 Te Mauri Manaaki <i>The rongoā service provider offers a workplace that minimises the spread of infection.</i>							
Criteria ↓	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.2.1	The development of a risk assessment tool. This tool should record the spread of infectious diseases and confirm what is to be done by whom, when and the method by which spread of infection will be minimised. This is to be kept on an infectious diseases register.		Continuous improvement		This may be achieved by, but is not limited to: a. ensuring the risk assessment for the spread of infectious diseases is included as part of the monthly management meetings b. ensuring that the infectious diseases register is linked to the risk management policy.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūrora interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūrora questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
						Tikanga focused assessment	
		Linked services, family and referral services interview					
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.2.2	There is an Infection, Prevention and Control Plan included as part of induction training and orientation pack.		Continuous improvement		This may be achieved by, but is not limited to communication with staff (informally and at staff meetings) to encourage reporting of any potential and subsequent infectious conditions developed in the workplace.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūrora interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūrora questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
						Tikanga focused assessment	
		Linked services, family and referral services interview					
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

4 Te Mauri o te Rongoā

Criteria ↓	Standard 4.3 Te Mauri Tika me te Pono <i>The rongoā service provider maintains the highest standard of occupational health and safety for tūroro, providers, practitioners, manuhiri, and whānau under the Health and Safety in Employment Act 1992.</i>						
	Outcome criterion	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.3.1	There is a mechanism for the prompt notification and recording of incident details and investigation of incident causes.		Continuous improvement		This may be achieved by, but is not limited to: a. an incident reporting system that accurately records incident details for the purposes of investigation, hazard rectification, and prevention of future incidents b. extreme and high risk incidents follow a formal incident investigation process, with an investigation team c. moderate risk and low risk incidents are investigated and documented.	Service provider interview	
						Staff interview	
			Fully attained			Manager interview	
						Tūroro interview	
			Partial attainment			Tikanga focused interview	
						Visual inspection	
			Unattained			Tūroro questionnaire	
						Service provider questionnaire	
			Comments:			Staff questionnaire	
						Tikanga focused assessment	
Linked services, family and referral services interview							

RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible

4 Te Mauri o te Rongoā

Criteria ↓	Standard 4.4 Te Mauri Tāwharau <i>The rongoā service provider demonstrates coordinated activities to direct and control risk management.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.4.1	A risk management system is established, implemented and maintained.		Continuous improvement		This may be achieved by, but is not limited to the use of risk management software that identifies risks for the organisation, together with associated controls.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūroro questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
			Tikanga focused assessment				
			Linked services, family and referral services interview				
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.4.2	All rongoā service providers are responsible for the effective management of risk, including the identification of potential risks.		Continuous improvement		This may be achieved by, but is not limited to the inclusion of information as part of induction for rongoā practitioners.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūroro questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
			Tikanga focused assessment				
			Linked services, family and referral services interview				
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

4 Te Mauri o te Rongoā

Criteria ↓	Standard 4.5 Te Mauri Mārama <i>The rongoā service provider is monitored and reviewed regularly.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.5.1	Keeping tūroro service plans up to date.		Continuous improvement		This may be achieved by, but is not limited to updating tūroro plans after each meeting or communication with the tūroro or when new information is received from other providers or tūroro nominated persons.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:	Tikanga focused interview			
				Visual inspection			
				Tūroro questionnaire			
				Service provider questionnaire			
				Staff questionnaire			
				Tikanga focused assessment			
				Linked services, family and referral services interview			
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.5.2	Reviews are documented and are tūroro focused.		Continuous improvement		This may be achieved by, but is not limited to documented evidence of reviews which include the impact of the service plan for the tūroro.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:	Tikanga focused interview			
				Visual inspection			
				Tūroro questionnaire			
				Service provider questionnaire			
				Staff questionnaire			
				Tikanga focused assessment			
				Linked services, family and referral services interview			
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

Criteria ↓	Standard 4.5 Te Mauri Mārama <i>The rongoā service provider is monitored and reviewed regularly.</i>						
	Outcome criteria	How is achievement of this outcome demonstrated?	Attainment level	✓	Guidance example	How is this assessed?	✓
4.5.3	Feedback from whānau, tūroro and other rongoā service providers is sought as part of the review where appropriate.		Continuous improvement		This may be achieved by, but is not limited to: a. ensuring informed consent processes have been completed b. documented evidence of feedback from whānau is included in the reports.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūroro questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
						Tikanga focused assessment	
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							
4.5.4	There is formal evidence of a review occurring in line with the rongoā service policy.		Continuous improvement		This may be achieved by, but is not limited to regularly conducted and clearly documented reviews.	Service provider interview	
			Fully attained			Staff interview	
			Partial attainment			Manager interview	
			Unattained			Tūroro interview	
			Comments:			Tikanga focused interview	
						Visual inspection	
						Tūroro questionnaire	
						Service provider questionnaire	
						Staff questionnaire	
						Tikanga focused assessment	
RISK – ☐ Critical ☐ High ☐ Moderate ☐ Low ☐ Negligible							

4 Te Mauri o te Rongoā

Putanga – Ka whakatairanga te kaiwhakarato ratonga rongoā i te haumarutanga o ngā tūroto, o ngā kaiwhakarato, ngā kaiwhakamahi, tae atu ki te whānau.

Putanga	Parewa 4.1 Te Mauri Haumaru					
	Ka whakaatu te ratonga rongoā i te kawenga kaitiakitanga hei ū i te hauora me te haumarutanga o ngā tūroro, o ngā whānau, ngā kaiwhakamahi, tae atu ki ngā kaiwhakarato.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.1.1	Te pūnaha whakahaere hauora, haumarutanga hoki kia taea ai te tūtuhutanga whakamua me te whakaiti iho i ngā mōreareatanga i te wāhi mahi, tae atu ki te tere pūrongorongotanga o ngā tūponotanga noa, ngā aituā tata, tae atu ki ngā aituā tonu.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki tēnei putanga mā:	Kaiwhakarato ratonga uiui	
		Kua taea		a. te whakahaere huarahi whakatau tikanga mō ngā kaimahi katoa e pā ana ki te pūnaha whakahaere ā-hauora, ā-haumaru ano hoki	Kaimahi uiui	
		Āhua taea		b. te whakahaere mātai ā-hauwhā i te wāhi mahi kia ū ai te wāteatanga o te wāhi mahi i ngā mōrearea	Kaiwhakahaere uiui	
		Kāore i taea		c. te whakatū i ngā kaupapahere, o ngā hātepe hoki e pā ana ki te tiakitanga me te ruketanga atu o ngā para mōrearea	Tūroro uiui	
		He kōrero:		d. te whakatū i ngā kaupapahere, o ngā hātepe hoki e pā ana ki te tiakitanga me te ruketanga atu o ngā para mōrearea	Uiui hāngai ki te tikanga	
				e. te whakatū i ngā kaupapahere, o ngā hātepe hoki e pā ana ki te tiakitanga me te ruketanga atu o ngā para mōrearea	Mātakitanga ā-whatu	
				f. te āta whakawhāiti i ngā o ngā kawenga o te kaiwhakarato ratonga rongoā e pā ana ki te haumarutanga	Tūroro pukapuka uiui	
				g. te riterite o te arotakenga i te punaha whakahaere ā-hauora, ā-haumarutanga anō hoki.	Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
					Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku	

TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono

TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono

Putanga	Parewa 4.1 Te Mauri Haumarū					
	Ka whakaatu te ratonga rongoā i te kawenga kaitiakitanga hei ū i te hauora me te haumarutanga o ngā tūrora, o ngā whānau, ngā kaiwhakamahi, tae atu ki ngā kaiwhakarato.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.1.2	Te whai wāhitanga o ngā kaimahi ki ngā mahi whakangungu haumarutanga.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te tiaki i tētahi rēhita whakangungu o ngā tāngata e taetae ana ki ia wānanga.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūrora uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
					Mātakitanga ā-whatu	
					Tūrora pukapuka uiui	
					Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
		Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku				
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						
4.1.3	Ka riterite te horoi me te tiaki i ngā whare me ngā taputapu.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki; a. mā te kaiwhakarato ratonga rongoā e whakawātea taputapu horoi ana kia riterite te horoi o ngā whare me ngā taputapu b. he haumarū, he here hoki te tiaki i ngā taputapu me ngā rauemi, kāore e whakamahia ana c. he tika, he haumarū, me te kore whakaroaroa, te ruke atu i ngā para me ngā māringiringitanga.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūrora uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
					Mātakitanga ā-whatu	
					Tūrora pukapuka uiui	
					Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
		Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku				
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						

Putanga	Parewa 4.1 Te Mauri Haumarū					
	Ka whakaatu te ratonga rongoā i te kawenga kaitiakitanga hei ū i te hauora me te haumarutanga o ngā tūroto, o ngā whānau, ngā kaiwhakamahi, tae atu ki ngā kaiwhakarato.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.1.4	Mā ngā kaimahi whai mana, whai pūkenga rānei e whakamahi taputapu.	Mahi tonu te whakapakari			Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūroto uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
					Mātakitanga ā-whatu	
					Tūroto pukapuka uiui	
					Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
		Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku				
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						

4 Te Mauri o te Rongoā

Putanga	Parewa 4.2 Te Mauri Manaaki						
	Ka horaina e te kaiwhakarato ratonga rongoā he wāhi mahi e whakaitiiti iho ana i te rerenga o te māuiuitanga.						
	Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.2.1	Te whakawhanake i tētahi hangarau arotake. Māna e whai te rere haere o ngā māuiuitanga hopuhopu, māna anō e whakatau, mā wai e whakatikatika, hei āhea hoki, tae atu ki ngā āhuatanga e whakaitiiti iho ai te rerenga haere o te māuiuitanga. Kia tiakina tēnei hangarau ki runga i tētahi rēhita māuiuitanga hopuhopu.		Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā: a. te whakaū, kua whai wāhi mai te arotakenga mōreareatanga e pā ana ki te rerenga haere o ngā māuiuitanga hopuhopu hei kaupapa kōrero mō ngā hui whakahaere ā-marama b. te whakaū, kua hono atu te rēhita māuiui hopuhopu ki te kaupapahere o te whakahaeretanga mōreareatanga.	Kaiwhakarato ratonga uiui	
			Kua taea			Kaimahi uiui	
			Āhua taea			Kaiwhakahaere uiui	
			Kāore i taea			Tūroro uiui	
			He kōrero:			Uiui hāngai ki te tikanga	
						Mātakitanga ā-whatu	
						Tūroro pukapuka uiui	
						Kaiwharato ratonga uiui	
						Kaimahi uiui	
						Tirotiro hāngai ki te tikanga	
						Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku	
			TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono				
4.2.2	Ka whai wāhi mai tētahi Mahere ā-Mate Hopuhopu, ā-Ārai, ā-Whakahaere hoki, hei wāhanga o te hōtaka whakangungu ā-whakamārama, ā-whakatau tikanga hoki.		Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whakapātanga ki ngā kaimahi (hui ōpaki, hui kaimahi rānei) kia whakahautia te pūrongorongotanga o ngā āhuatanga hopuhopu e noho torohū ana, i whakawhanaketia ai i te wāhi mahi.	Kaiwhakarato ratonga uiui	
			Kua taea			Kaimahi uiui	
			Āhua taea			Kaiwhakahaere uiui	
			Kāore i taea			Tūroro uiui	
			He kōrero:			Uiui hāngai ki te tikanga	
						Mātakitanga ā-whatu	
						Tūroro pukapuka uiui	
						Kaiwharato ratonga uiui	
						Kaimahi uiui	
						Tirotiro hāngai ki te tikanga	
						Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku	
			TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono				

4 Te Mauri o te Rongoā

Putanga	Parewa 4.3 Te Mauri Tika Me Te Pono					
	Ka ū te kaiwhakarato ratonga rongoā ki ngā paerewa kairangi o te kaupapa hauora ā-mahi me te haumarutanga mō ngā tūroto, mō ngā kaiwhakarato, mō ngā kaiwhakamahi, ngā manuhiri, tae atu ki ngā whānau i raro i te Health and Safety in Employment Act 1992.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.3.1	Te whakatū tikanga whakahaere mō te tere whakamōhio atu me te hopu i ngā pārongo e pā ana ki te tūponotanga noa, tae atu ki te mātaitai i ngā take o te tūponotanga.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki ai mā: a. tētahi pūnaha hei pūrongo rongo tūponotanga e pupuri ana i ngā pārongo o te tūponotanga hei take tātari, hei whakatikatika mōreareatanga ā, hei ārai atu i ngā tūponotanga ā muri rawa rā anō b. ka whai ngā tūponotanga whakamamae, ā-kaha mōrearea rānei i tētahi huarahi tātari tūponotanga, tae atu ki tētahi rōpū mātanga c. ka āta mātaitai ngā tūponotanga mōrearea iti, hakahaka hoki ā, ka kōnaetia.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūroto uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
				Mātakitanga ā-whatu		
				Tūroto pukapuka uiui		
				Kaiwharato ratonga uiui		
				Kaimahi uiui		
				Tirotiro hāngai ki te tikanga		
				Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku		

TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono

4 Te Mauri o te Rongoā

Putanga	Parewa 4.4 Te Mauri Tāwharau					
	Ka whakaatuhia e te kaiwhakarato ratonga rongoā te whānuitanga o ana mahi, kua āta taururukitia hei whakahaere, hei whakamātau hoki i te whakahaeretanga ā-mōrearea.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.4.1	Te whakatū, te whakatinana, tae atu ki te āta tiaki i tētahi pūnaha whakahaere ā-mōrearea.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whakamahi pumanawa rorohiko e tūtohu ana i ngā mōreareatanga mō te whakahaere, tae atu ki ngā whakamātautanga e hāngai mai ana.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūroro uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
					Mātakitanga ā-whatu	
					Tūroro pukapuka uiui	
					Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
					Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku	
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						
4.4.2	Te noho haepapa ō ia kaiwhakarato ratonga rongoā mō te whakahaere ā-mōrearea, tae atu ki te tūtohu whakamua o ngā mōrearea nohopuku.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whai wāhitanga o ngā pārongo hei wāhanga o te hōtaka whakatau tikanga mō ngā kaiwhakamahi rongoā.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūroro uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
					Mātakitanga ā-whatu	
					Tūroro pukapuka uiui	
					Kaiwharato ratonga uiui	
					Kaimahi uiui	
					Tirotiro hāngai ki te tikanga	
					Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku	
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						

4 Te Mauri o te Rongoā

Putanga	Parewa 4.5 Te Mauri Mārama					
	He riterite te aroturuki me te arotake i te kaiwhakarato ratonga rongoā.					
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓
4.5.1	Te whakamohoa ake i ngā mahere ratonga ā-tūro.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whakamohoa ake i ngā mahere tūro i muru i te kōrero, te hui rānei me te tūro, kia tae rā ano he pārongo hou mai i ētahi atu kaiwhakarato, māngai rānei a te tūro.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūro uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						
4.5.2	Te kōnae i ngā arotakenga ā, ko te tūro tonu te aronga nui.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whakakitenga ōkawa tonu o ngā arotakenga, tae atu ki te papānga o te mahere ratonga ki te tūro.	Kaiwhakarato ratonga uiui	
		Kua taea			Kaimahi uiui	
		Āhua taea			Kaiwhakahaere uiui	
		Kāore i taea			Tūro uiui	
		He kōrero:			Uiui hāngai ki te tikanga	
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono						

Putanga	Parewa 4.5 Te Mauri Mārama						
	He riterite te aroturuki me te arotake i te kaiwhakarato ratonga rongoā.						
Putanga	Pēhea te whakaatu i tēnei putanga?	Tairanga i taea	✓	Tauira arahi	Aromātawai tikanga	✓	
4.5.3	Te kimi whakahokinga kōrero mai i ngā whānau, ngā tūroto me ētahi atu kaiwhakarato ratonga rongoā hei wāhanga o te arotakenga i ngā wā e tika ana.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā: a. te ū kua tutuki ngā huarahi whakaaetanga whai tikanga b. te whai wāhitanga o ngā whakakitenga ōkawa tonu o ngā whakahokinga kōrero a te whānau ki roto i ngā pārongo.	Kaiwhakarato ratonga uiui		
		Kua taea			Kaimahi uiui		
		Āhua taea			Kaiwhakahaere uiui		
		Kāore i taea			Tūroto uiui		
		He kōrero:			Uiui hāngai ki te tikanga		
				Mātakitanga ā-whatu			
				Tūroto pukapuka uiui			
				Kaiwharato ratonga uiui			
				Kaimahi uiui			
				Tirotiro hāngai ki te tikanga			
				Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku			
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono							
4.5.4	Te whakakitenga ōkawa o te whakahaere arotakenga e hāngai tonu ana ki te kaupapahere o te ratonga.	Mahi tonu te whakapakari		Kāore he aukatinga engari, tērā pea ka tutuki mā te whakahaeretanga riterite me te āta kōnaetanga o ngā arotakenga.	Kaiwhakarato ratonga uiui		
		Kua taea			Kaimahi uiui		
		Āhua taea			Kaiwhakahaere uiui		
		Kāore i taea			Tūroto uiui		
		He kōrero:			Uiui hāngai ki te tikanga		
				Mātakitanga ā-whatu			
				Tūroto pukapuka uiui			
				Kaiwharato ratonga uiui			
				Kaimahi uiui			
				Tirotiro hāngai ki te tikanga			
				Uiui i ngā ratonga e hono ana, whānau me ngā ratonga tuku			
TŪPONO – ☐ Taumaha ☐ Teitei ☐ Āhua ngāwari ☐ Iti ☐ Kāore he tūpono							