

Course Outline

HLT47715

Certificate IV in Medical Practice Assisting



Why Health Industry Training

Health Industry Training is passionate and committed to inspiring students to achieve their career goals and aspirations. If you want to be part of an exciting, fast growing industry the health and community services sector and Health Industry Training can fulfil that goal.

The health sector is currently the largest employment and fastest growing sector in Australia. The opportunities for Australians are exciting and rewarding. To be part of this industry it is important you select the most appropriate training organisation to ensure you receive the necessary knowledge, skills and practical experience needed to secure a place.

Health Industry Training has many years' experience in the health sector. We specialise in health and community services and keep well informed of the current and future trends occurring in the health and community services sector.

Health Industry Training will help you successfully complete your qualification using an individual, supportive approach by providing you with a training plan individualised to suit your needs and lifestyle. Study your way, place and pace with the support of a personal trainer.

It is recommended that you read this course outline in conjunction with the student handbook that is available on the Health Industry Training website.

Inspiring students to achieve!



RTO National Provider # 32145

HLT47715

Certificate IV in Medical Practice Assisting

Course Details

Duration Maximum 24 months

Delivery Method Flexible, individual needs approach to learning, Clinical Work Placement

Enrolment Method Open enrolment

Prospect Career Roles Medical Practice Assistant

Assessment Methods Short answer questions
Projects
Case studies
Workplace portfolio
Research reports
Work placement
Clinical log book

Industry trends

Working in the role of a medical practice assistant requires a broad range of administrative functions, identified tasks of a clinical assisting nature and, where appropriate, provision of client support and guidance in relation to identified treatment issues as per instruction from the health care practitioner.

Over the five years to November 2018, the number of job openings for Medical Practice staff who may work in the medical practice assisting role is expected to be average.

It is anticipated that these roles will be more sourced in regional and remote areas where limited assistance is currently available in medical practices.

Course Information

Delivery Method

The Certificate IV in Medical Practice Assisting is delivered through a blended delivery method. You will be provided with a 'Learner Resource' and 'Assessment Booklet' for each unit of competency. Assessments are to be completed in normal word document attached to an email and sent directly to your trainer for all theoretical assessments.

You are required to complete block training for this qualification for a minimum of one week. Training takes place in Brisbane and is at the cost of the student to attend

It is compulsory that students will undertake clinical work placement. This will provide you with the necessary clinical/practical skills and workplace experience. Demonstration of performance will be provided through a clinical logbook to ensure students are fully equipped to enter the workforce after the completion of the qualification. **Work placement is to be obtained prior to enrolling into this qualification**

Clinical Work Placement

Duration: Approximately 200 hours based on tasks required to be performed in a clinical log book.

Work placement outline

Health Industry Training recognises that an important part of undertaking a qualification in health or community services is the clinical component of the course. Work placement provides students with an avenue to apply clinical and practical skills in a 'real life' environment where you are able to practice the skills and knowledge you have learnt during the course.

Health Industry Training will work with you to find a suitable organisation for your work placement. As a student it is important for you to discuss work placement opportunities with local organisations. Once you have sourced a relevant host employer, Health Industry Training will be responsible for contacting them on your behalf to discuss work placement requirements.

Insurance

Health Industry Training provides insurance to all students undertaking work placement as part of their qualification. Insurance covers Public Liability and Volunteer Workers insurance.

Pre-requirements

As a student you must ensure you have completed the necessary 'Prior to clinical work placement' activities listed below before clinical work placement can commence.

- National Criminal History Clearance
- Student Disclosure Statement
- Working with Children blue card
- Immunisations and screening

Assessment Methods

Health Industry Training uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods can include:

- Short answer questions
- Projects
- Case studies
- Scenarios
- Reports
- Workplace portfolios
- Work placement logbook
- Research reports
- Presentations

Recognition of Prior Learning

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process.

RPL takes into account previous formal study, work and life experience and then assesses this against the elements of competency to determine if you can receive credit toward a qualification. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

Credit Transfer

If you have completed a unit of competency within your intended qualification with another Registered Training Organisation (RTO) you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for a credit transfer.



Admission Requirements

Entry Requirements

To enrol in the Certificate IV in Medical Practice Assisting it is anticipated that you will have completed year 10 or equivalent.

In addition students will need to provide Health Industry Training with their Unique Student Identifier number.

IT Requirements

To complete the course you will need access to a computer and the Internet.

In addition you will need basic computer skills to conduct research on your current topics and complete your assessments. In particular, you will need skills in word processing and PowerPoint presentations.

Minimum Age Requirements

The minimum age for this course is 16 years old. If you are under 18 years of age your enrolment form must be signed by a parent or guardian.

Literacy, Language, Numeracy (LLN) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test by emailing info@healthindustrytraining.org. For additional information and support contact the Reading Writing Hotline at www.readingwritinghotline.edu.au.

Student Support

Throughout your course with Health Industry Training, you will be provided with a range of support services depending on your individual needs.

One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email.

In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or study plan, progress report and any issues you may encounter throughout your course.

Peer support

Health Industry Training appreciates that distance/online learning can be an isolated experience for some students. To assist with isolation all students have the option to be part of a Facebook peer support group. Peer support groups can be a positive experience where you can study with like-minded people, ask questions relating to your course and build friendships.

Financial support

The Certificate IV in Medical Practice Assisting is Austudy / Abstudy approved. Please contact your local Centrelink office for eligibility requirements and application.

Queensland residents ONLY.

Higher Level Skills: Health Industry Training is proud to be a pre-qualified supplier for the Queensland Government, under the Higher Level Skills program. To be eligible for the Higher Level Skills funding, participants must not hold or be undertaking a Certificate IV or higher qualification. Qualifications undertaken at school do not affect eligibility. The cost for students on a Centrelink concession is \$5 per unit. For non-concession students or payments made by a third party, the cost is \$30 per unit.

Fee-paying

To assist students who are not eligible for funding, Health Industry Training offers financial assistance to students by allowing students to either:

- pay the cost of the course in full and receive a 10% discount on the full cost of the course; or
- take advantage of our affordable payment plan options (weekly, fortnightly or monthly instalments) (see enrolment form for additional information)

Course Structure

The Certificate IV in Medical Practice Assisting has been packaged to include:

23 units are required for award of this qualification including:

- 19 core units
- 4 elective units

The course combines theoretical and practical clinical work placement experience. The theoretical component of the course provides the student with the relevant knowledge required to work in the primary health care sector.

The practical clinical placement experience provides students with the clinical knowledge and skills for students to work in a clinical setting on completion of the qualification.

The table below provides a list of the units of competencies offered by Health Industry Training. In addition, units of competency that require practical work placement have been identified.

Unit Code	Unit Title	Unit type (Core/Elective)
CHCCOM005	Communicate and work in health or community services*	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
HLTINF001	Comply with infection prevention and control policies and procedures*	Core
HLTWHS003	Maintain work health and safety	Core
CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core
BSBADM307	Organise schedules	Core
BSBINM401	Implement workplace information system	Core
BSBMED302	Prepare and process medical accounts	Core
BSBMED303	Maintain patient records	Core
HLTHPS002	Support health professional in the delivery of care*	Core
HLTINF002	Process reusable medical devices and equipment*	Core
HLTAAP002	Confirm physical health status*	Core
HLTHPS003	Maintain medication stocks*	Core
HLTHPS001	Take clinical measurements * (Mandatory block training)	Core

HLTHPS005	Handle medical specimens*	Core
HLTAID003	Provide first aid (Mandatory block training)	Core
HLTAID008	Manage first aid services and resources	Core
HLTCAR001	Perform electrocardiography (ECG)* (Mandatory block training)	Core
Four (4) elective units are to be selected.		
CHCCCS020	Respond effectively to behaviours of concern	Elective
CHCPRP003	Reflect on and improve own professional practice	Elective
BSBADM504	Plan or review administrative systems	Elective
HLTPAT004	Collect pathology specimens other than blood*	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBFIA301	Maintain financial records	Elective
BSBMED401	Manage patient record keeping system	Elective
Pathology Units (must select both units)		
HLTPAT001	Identify and respond to clinical risks in pathology collection*	Elective
HLTPAT002	Perform venous blood collections (Mandatory block training) *	Elective

Mandatory work placement required *

How to Enrol

Need More Information?

Health Industry Training is dedicated to ensuring all students are enrolled in the course that will achieve their career aspirations. If you need help with choosing the right course for you please contact the administration team on 1300 381 415.

Ready to Enrol?

Place an enquiry through our website:

www.healthindustrytraining.org

OR

Email info@healthindustrytraining.org and request an enrolment pack

OR

Enrol by phone. Contact one of our friendly enrolment officers on 1300 381 415