



## Study mode

- Our flexible course delivery opens up study to students from throughout New South Wales
- Delivery is via self-paced online learning with practical support and learning provided by on-the-job training and face-to-face clinical skills workshops and assessments
- The course is suitable for mature students, those who have not studied for some time, and those familiar with study
- The course is delivered over four study terms with a series of compulsory workshops in each term.



## Role scope

- Medical Assistants perform delegated clinical tasks within the supervising practitioner's scope of practice consistent with national and state legislation, the medical centre's protocols and the Medical Assistant's education, training and experience. Such duties shall not constitute the practice of medicine
- Medical Assistants perform tasks at the direction and under the supervision (direct or indirect) of the health practitioner
- Medical Assistants, at the direction of the medical practitioner, can be asked to educate and provide instruction to patients as per direction given.
- Medical Assistants are not independent practitioners; do not make decisions regarding the care of patients; do not determine investigations to order; do not diagnose; do not handle scheduled medications; do not refer; do not prescribe; do not provide counselling services to patients apart from providing instruction and education as per the health practitioner's direction.



## Delivery and Assessment

The following first aid units in the Certificate IV in Medical Practice Assisting (HLT47715) are sub-contracted to an approved third party provider in each state:

- HLTAID003 Provide first aid
- HLTAID006 Provide advanced first aid
- HLTAID008 Manage first aid services and resources.

Please contact a member of the program for details relating to your location.



## Course information

- The Certificate IV in Medical Practice Assisting (HLT47715) is nationally accredited as part of the Health Training Package (HLT)
- Medical Assistants undergo one year of formal training to obtain the qualification
- Face-to-face workshops are compulsory and students must commit to attending.

## Fees

This training is subsidised by NSW Government Smart and Skilled funding.

The required contribution for enrolment in this program for those doing their first post school qualification is \$1,970. If you have a previous post school qualification then the fee is \$2,300.

**Please note** - Australian Aboriginal and Torres Strait Islander people qualify for a fee exemption\*, people with a disability may also be fee exempt (proof of eligibility applies).

\* exceptions may apply under smart & skilled eligibility rules.

## NSW Smart & Skilled funding Eligibility Criteria

To be eligible for this funding you must be:

- 15 years or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

## Other eligibility conditions

Your eligibility is not affected if you have completed a vocational education and

training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

## Entry Requirements

- There are no minimum education requirements.
- Applicants should be working in an administration role in a healthcare setting.
- Each student must nominate a clinical and an administration supervisor from their workplace.

## How a Medical Assistant benefits...



### Medical Practitioners

- Optimise patient flow and make better use of doctors' and nurses' time
- Reduced workload on doctors and nurses, allowing them to spend more time on services where their higher levels of training are required.



### Safety

- Training staff provides improved safety and quality
- Lower risk of adverse incidents due to improperly trained staff
- Mistakes made by staff unfamiliar with the needs of the medical practice environment can be costly and even dangerous to patient safety
- Patient safety is potentially at risk in practices that employ unqualified staff members to perform clinical tasks.



### Training opportunity

- Recognition for practice staff providing assistance to clinical staff
- Front desk staff and practice managers with an interest in expanding their role can obtain a Medical Assisting qualification in one year
- A qualification in Medical Assisting offers a pathway to nursing and higher level education.



### Patients

- Increased patient access to care and better patient outcomes
- More effective and efficient service delivery.

## Competencies

Students must complete 23 units of competency:

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| • Communicate and work in health or community services (CHCCOM005) | • Process reusable medical devices and equipment (HLTINF002)        | • Manage first aid services and resources (HLTAID008)                              |
| • Work with diverse people (CHCDIV001)                             | • Maintain work health and safety (HLTWHS003)                       | • Implement workplace information system (BSBINM401)                               |
| • Confirm physical health status (HLTAAP002)                       | • Interpret and apply medical terminology appropriately (BSBMED301) | • Facilitate a coordinated approach to client care (HLTADM003)                     |
| • Provide first aid (HLTAID003)                                    | • Work legally and ethically (CHCLEG001)                            | • Support continuous improvement systems and processes (BSBFLM309)                 |
| • Handle medical specimens (HLTHPS005)                             | • Maintain medication stocks (HLTHPS003)                            | • Respond effectively to behaviours of concern (CHCCCS020)                         |
| • Organise schedules (BSBADM307)                                   | • Maintain patient records (BSBMED303)                              | • Comply with infection prevention and control policies and procedures (HLTINF001) |
| • Take clinical measurements (HLTHPS001)                           | • Provide advanced first aid (HLTAID006)                            |  |
| • Support health professional in the delivery of care (HLTHPS002)  | • Prepare and process medical accounts (BSBMED302)                  |  |
| • Perform electrocardiography (HLTCAR001)                          |   |  |