

# STUDY MEDICAL PRACTICE ASSISTING ONLINE

HLT47715

## Certificate IV in Medical Practice Assisting



### Medical assistants are multi-skilled team members of a health practice

Medical assistants are qualified to perform a range of health care duties under supervision such as:

- New patient registration
- Blood pressure checks
- Urinalysis
- Height/weight/BMI
- Ordering supplies/stock control
- Assisting with health checks
- ECG Electro Cardiograph (ECG)
- Peak-flow measurement
- Spirometry
- Audiometry screening
- Restocking of clinical area
- Health Promotion
- Assist with minor procedures
- Infection control
- Maintaining patient records
- Act as chaperone
- Patient recall
- Cleaning and sterilisation of equipment
- Helping with specific long-term conditions, eg diabetes, asthma, mental health
- Handle specimens

### BENEFITS



#### Employers

- Optimisation of patient flow
- Increase revenue to practice
- Medical assistants work closely with registered practitioners, thereby reducing specialists time in pre/post and follow up care
- Training improves communication
- Medical assistants coordinate chronic care patient treatment plans



#### Students

- Allows multi-skilling
- Increases your employability
- Pathway to nursing career
- Rewarding and diverse range of duties
- Work closely with medical experts and become part of the team



#### Patients & Community

- Increased care
- Central point of contact
- Reduced number of face to face appointments for chronic care patients, as Medical assistants perform regular phone contact follow ups
- Patient centric care
- Better patient outcomes

## COURSE OVERVIEW

### Graduates

Are qualified to perform delegated clinical tasks within their scope of practice, under indirect supervision.

### Suitable

For health receptionists or health administrators that are working in a health practice or medical setting, wishing to expand their skills into a clinical arena.

### Qualification

23 units of competency, over 12-18 months. Delivered in 3 distinct study terms. Nationally accredited AQF level 4.

### Study commitment

Face to Face: 3 days First Aid Training + 4 days Clinical Training. 5-6 Hours per week self-directed study.

### Fees

\$7990 (Government funding may be available in your State). (Traineeships may be available in your state – working 3 months or less in your full-time employed role, or if part time employed – 12 months or less).

### 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 SCHEDULE

Term One	Term Two	Term Three	First Aid*
HLTHPS005 Handle medical specimens	#HLTHPS001 Take clinical measurements	CHCCOM005 Communicate and work in health or community services	#HLTAID008 Manage first aid services and resources
HLTHPS003 Maintain medication stocks	#HLTINF002 Process reusable medical devices and equipment	BSBINM401 Implement workplace information system	#HLTAID003 Provide first aid
HLTADM003 Facilitate a coordinated approach to client care	#HLTCAR001 Perform electrocardiography (ECG)	BSBFLM309 Support continuous improvement systems and processes	#HLTAID006 Provide advanced first aid
CHCDIV001 Work with diverse people	#HLTINF001 Comply with infection prevention and control policies	BSBMED303 Maintain patient records	
CHCLEG001 Work legally and ethically	#HLTAAP002 Confirm physical health status	BSBMED301 Interpret and apply medical terminology appropriately	
BSBADM307 Organise Schedule	#HLTHPS002 Support health professional in the delivery of care	CHCCS020 Respond to behaviours of concern	
	HLTWHS003 Maintain work health and safety	BSBMED302 Prepare and process medical accounts	

# Workshop units \* Workshops to be scheduled at a mutually convenient date



**I appreciate the flexibility of the Online course structure, being able to work F/T and study. I have really enjoyed the workshop class time, interaction, discussion and building relationships whilst all learning together.**

- MPA GRADUATE & NSW Vocational Student of the year 2019 - Health Industry, , Liz Grist