



Diploma of Professional Practice Leadership 10488NAT - for practice managers

The Queensland Aboriginal and Islander Health Council in partnership with registered training organisation UNE Partnerships is seeking expressions of interest from Clinic/Practice Managers, relief Clinic/Practice Managers and identified employees with a career pathway who are helping to shape the future direction of their clinic, and who wish to enhance their skills and knowledge to take a leadership role within the clinic.

On offer is a partially funded opportunity to enrol into the Diploma of Professional Practice Leadership for Clinic/Practice Managers - focusing on the business management skills required to lead a professional health service/clinic. This is a nationally recognised and accredited program.

Course Information

On completion of the program you will have the skills and confidence to:

- Understand the importance of a business vision and goals and use these to set the direction of the practice
- Assess the role that risk management plays.
- Document how to meet the standards of compliance for both government and professional associations
- Understand the legal requirements and processes in recruiting new staff
- Manage a diverse team of people to achieve the best results for your health service/clinic
- Assess and support the performance of staff
- Prepare budgets and analyse financial performance
- Determine your client/patient needs, and monitor the clinic performance in meeting those needs
- Understand your leadership style and how to apply the principles of leadership in your health/service/clinic
- Manage knowledge systems and flows within the health service/clinic
- Understand the need for a continuous process of review and improvement and apply that process across all aspects of the health service /clinic
- Develop a business plan for your Health service/clinic

Selection Process

Eligibility

- Minimum 1 years' experience as a clinic/practice Manager or have/will provide relief in this role during the completion of this qualification
- The applicant is currently employed within an Aboriginal and Torres Strait Islander Community Controlled Health Service that is a Member of QAIHC.
- The applicant has completed the Diploma Suitability Survey.

Organisational Eligibility Requirements

- Completion of the EOI, and approval signed by the CEO or your Manager; and
- A letter of support outlining your suitability to complete this qualification and to confirm your career pathway: and
- Employer approval for you to complete the Diploma online and to attend the two x 1-week blocks of training in Brisbane.

Date: 29 April - 3 May and 11-15 November 2019.

Confirmation

QAIHC will consider your EOI and the supporting documentation from your employer. You and your organisation will be notified by 22 March 2019 if you have been selected to undertake that Diploma of Professional Practice Leadership.





Two face-to-face workshops

10 days training



Dates

29 April - 3 May and 11-15 November

- Course duration: 18 months
- Full academic and administrative support
- Full on-line access and online course materials
- Training at the QAIHC office, Brisbane QLD

Course commitments

The program is offered through blended online learning and includes 2 x 5-day workshops with assessments. Face to face training will take place at the QAIHC office in South Brisbane.

Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 6-10 hours a week a week of self-directed workplace and individual study

Each successful applicant will be required to do pre reading and tasks, prior to attending the two face to face workshops in Brisbane.

Funding arrangements

This qualification would normally cost \$5,600. One of QAIHC's partners, Health Workforce Qld, has agreed to provide partial funding of \$4,000 to support the delivery of the Diploma of Professional Practice Leadership - 10488NAT for clinic/practice Managers in 2019. This will mean that your organisation will only be required to contribute a co-payment of \$1,600 per student.

Associated Costs: All associated costs to attend the workshops at QAIHC South Brisbane will need to be met by your organisation including the following: flights, accommodation, travel allowance, fares and any other costs associated with travel to the workshops.

Diploma of Professional Practice Leadership - EOI

Surname: _____ Given name: _____

Aboriginal or Torres Strait Islander? yes no Current Position: _____

Health service/Clinic Name: _____

Health service/Clinic Address: _____

Phone number: _____ Mobile number: _____

Email address: _____

I confirm that:

The employee meets the eligibility criterion for the Diploma of Professional Practice Leadership.

The Organisation will release the staff member to attend two x 1-week blocks of training and will meet all associated costs to attend the workshops in Brisbane.

The Organisation will meet the co-payment contribution of \$1,600 per student to complete this qualification.

CEO/Manager Approval: _____ Date: _____

PLEASE SEND YOUR EXPRESSION OF INTEREST TO:

Sandy Robertson | Workforce Coordinator
Queensland Aboriginal and Islander Health Council
sandyrobertson@qaihc.com.au | 07 3328 8500