

# HLT47715 Certificate IV in Medical Practice Assisting

## Program Overview



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# Overview

## Welcome

Welcome to the *HLT47715 Certificate IV in Medical Practice Assisting*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined the *HLT47715 Certificate IV in Medical Practice Assisting* program. This qualification provides the skills and knowledge for assisting practitioners in the treatment room with clinical procedures, clinical administration, and with operational management of the Practice.

## Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

### Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: (02) 6773 0000  
Email: [practice@unep.edu.au](mailto:practice@unep.edu.au)  
Mail: UNE Partnerships Pty Ltd  
PO Box U199  
University of New England NSW 2351

### Learning and Assessment

If you would like to discuss course content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

### Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell

Director of Education

02 6773 0000

[meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# HLT47715 Certificate IV in Medical Practice Assisting

## Aim of the program

This qualification aims to equip participants with the skills and knowledge to support medical practitioners in the delivery of care to clients, with clinical tasks to be completed under the direct or indirect supervision of a medical practitioner, or Registered Nurse who has accepted responsibility for such supervision.

## Learning outcomes

On completion of the qualification you should be able to:

- Perform a wide range of administrative tasks in a medical practice, including appointment scheduling, inventory control, managing medical records, supporting continuous improvement and maintaining work health and safety protocols
- Provide first aid if required
- Work legally and ethically with a diverse range of people...
- Support health professional in the delivery of care
- Communicate appropriately in the health care context and facilitate a coordinated approach to client care
- Provide clinical assistance in the treatment room for a range of clinical procedures including:
  - Complying with infection prevention and control procedures
  - Handling medical specimens
  - Taking clinical measurements
  - Confirm physical health status
  - Perform ECG.

## Structure of the program

There are 23 units of competency in this qualification and all must be successfully completed to achieve the *HLT47715 Certificate IV in Medical Practice Assisting*. Partial completion of any of the 23 units of competency, will achieve the award of a Statement of Attainment. The program employs a mixed delivery mode, incorporating facilitator workshops, as well as a combination of print and electronic course material. An outline of the structure for delivery and assessment is provided below. Some of your practical assessment tasks are conducted during the workshops.

This program structure consists of 3 distinct Terms. These are milestones or check points, of approximately six months each term

No.	Unit/s of competency	Workshop / Webinars
<b>Term 1</b>		
1	<a href="#">BSBADM307 Organise schedules</a>	Coaching webinars will be held each term. You will be invited to attend, and a link to the recording will be sent to you. Recorded webinar links for the three clinical units are available online.
2	<a href="#">HLTHPS005 Handle medical specimens</a>	
3	<a href="#">HLTHPS003 Maintain medication stocks</a>	

No.	Unit/s of competency	Workshop / Webinars
4	<a href="#">HLTADM003 Facilitate a coordinated approach to client care</a>	
5	<a href="#">CHCDIV001 Work with diverse people</a>	
6	<a href="#">CHCLEG001 Work legally and ethically</a>	
7	<a href="#">HLTAID008 Manage first aid services and resources</a>	
8	<a href="#">HLTAID003 Provide first aid</a>	
9	<a href="#">HLTAID006 Provide advanced first aid</a>	
<b>Term 2</b>		
10	<a href="#">HLTHPS001 Take clinical measurements</a>	Clinical Workshops blend with your online learning to deliver these clinical units. Each workshop requires your attendance.
11	<a href="#">HLTINF002 Process reusable medical devices and equipment</a>	
12	<a href="#">HLTCAR001 Perform electrocardiography (ECG)</a>	
13	<a href="#">HLTINF001 Comply with infection prevention and control policies</a>	
14	<a href="#">HLTAAP002 Confirm physical health status</a>	
15	<a href="#">HLTHPS002 Support health professional in the delivery of care</a>	
16	<a href="#">HLTWHS003 Maintain work health and safety</a>	
<b>Term 3</b>		
17	<a href="#">CHCCOM005 Communicate and work in health or community services</a>	This Term comprises of 7 online units.
18	<a href="#">BSBINM401 Implement workplace information system</a>	
19	<a href="#">BSBFLM309 Support continuous improvement systems and processes</a>	
20	<a href="#">BSBMED303 Maintain patient records</a>	
21	<a href="#">BSBMED301 Interpret and apply medical terminology appropriately</a>	
22	<a href="#">BSBMED302 Prepare and process medical accounts</a>	

No.	Unit/s of competency	Workshop / Webinars
23	<a href="#">CHCCCS020 Respond effectively to behaviours of concern</a>	

Full details of the assessment tasks for each course will be available in the 'Assessment' section of each course online. Details of the units of competency in which you are enrolled are also available online, or by clicking the links below if accessing an electronic version of this program overview.

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *HLT47715 Certificate IV in Medical Practice Assisting*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

You can review the full descriptions of the units of competency through the links in the preceding table, or alternatively by visiting [www.training.gov.au](http://www.training.gov.au). Information on how to submit your work for assessment is provided in the Assessment section of each course online. Details on finding Assessment Due Dates, and assessment submission is also available in the additional support document 'Studying with UNE Partnerships'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your assessor.

## Accreditation and recognition

The *HLT47715 Certificate IV in Medical Practice Assisting* in which you are enrolled is a nationally recognised and accredited qualification. It is listed on the national register for training and is placed at level 4 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

## Study workload

The nominal duration of your enrolment in the *HLT47715 Certificate IV in Medical Practice Assisting* is 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10 hours a week a week of self-directed workplace and individual study over the 18 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 18 months from enrolment to complete the *HLT47715 Certificate IV in Medical Practice Assisting*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

## Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.

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

UNE Partnerships can issue a Statement of Attainment for these units if required once the units are completed and the results are processed and verified. Please apply in writing to your Student support officer for a copy of a Statement of Attainment, stating the reason the separate Statement of Attainment is required.