

# HLT47715 Certificate IV in Medical Practice Assisting

Skill Set: Fundamentals of Medical Assisting

## Course Overview



 **unepartnerships**

### **Important disclaimer**

The material contained in this course is for general information only and is not intended as advice on any of the matters discussed herein. No person or persons should act or fail to act on the basis of any material contained herein. Students and others should consult professional advisers about any matter affecting them. UNE Partnerships, its officers and employees, expressly disclaim all and any liability to any persons whatsoever in respect of anything done or omitted to be done by such persons relying, or to any persons for the effect of acts of others relying, on any of the information contained herein.

This course contains material on a wide range of subjects written by a number of authors. In bringing this information to students these authors provide interpretation and opinion on such material. These interpretations and opinions are not necessarily those of UNE Partnerships or other body teaching the course, nor is any interpretation or opinion necessarily in accord with any policy of UNE Partnerships.

The publisher is not engaged in rendering legal, accounting, professional or other advice services. The publishers and the authors, consultants and editors, expressly, disclaim all and any liability and responsibility to any person, whether a purchaser or reader of this publication or not, in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of the publication. Without limiting the generality of the above no author, consultant or editor shall have any responsibility for any act or omission of any other author, consultant or editor.

© UNE Partnerships Pty Ltd.

This work is copyright. No part may be reproduced by any process without written permission from UNE Partnerships Pty Ltd.

Images sourced external to UNE Partnerships are available for commercial use and licence conditions have been documented and complied with.

HLT47715 Certificate IV in Medical Practice Assisting - Fundamentals of Medical Assisting - Version FFS1.0

Published 2 March 2018

Course Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd

The Education & Training Company of the University of New England

PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

## Contents

Overview .....	4
Welcome .....	4
Contact points .....	4
Fundamentals of Medical Assisting .....	5
Aim of the course .....	5
Structure of the course .....	5
Accreditation and recognition .....	6
Study period and workload .....	6
Third party arrangements .....	6

# Overview

## Welcome

Welcome to *Fundamentals of Medical Assisting*, a skill set from 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 very pleased that you have selected UNE Partnerships as your training provider and are committed to working with you to achieve your study goals. This skill set provides an introduction to the skills and knowledge essential to performing delegated clinical and administrative duties within the supervising practitioner's scope of practice. The information and processes described in this course are consistent with national and state legislation and the protocols of the healthcare practice. It is important to stress that these duties do not constitute the practice of medicine but support to the practice of medicine.

## 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)

# Fundamentals of Medical Assisting

## Aim of the course

This skill set aims to equip participants with an introduction to skills and knowledge to perform as a medical assistant in a health practice.

## Learning outcomes

On completion of the course you should be able to:

- assist in the performance of clinical tasks
- undertake specific clinical tasks
- help to create a safe and efficient work environment and contribute to the efficient running of the practice
- prepare, process and maintain patient records
- support health professionals with patient care

## Structure of the course

Your Fundamentals of Medical Assisting skill set has five (5) of the twenty-three (23) units of competency required for the HLT47715 Certificate IV in Medical Practice Assisting.

The course employs a mixed delivery mode, incorporating facilitator-led webinars, on-the-job practical observations, as well as a combination of print and electronic course material. An outline of the structure for delivery and assessment is provided below.

Unit of competency	Assessment tasks
<a href="#">HLTHPS005 Handle medical specimens</a>	Task 1: Knowledge skills Task 2: Knowledge skills Task 3: Short answer assignment Task 4: Clinical skills
<a href="#">CHCDIV001 Work with diverse people</a>	Task 1: Knowledge quiz 1 Task 2: Knowledge quiz 2 Task 3: Short answer assignment Task 4: Workplace supervisor observations
<a href="#">CHCLEG001 Work legally and ethically</a>	Task 1: Short answer questions Task 2: Long answer questions Task 3: Workplace observation report
<a href="#">HLTHPS003 Maintain medication stocks</a>	Task 1: Knowledge quiz Task 2: Short answer questions Task 3: Practical skills
<a href="#">HLTADM003 Facilitate a coordinated approach to client care</a>	Task 1: Knowledge Quiz Task 2: Long answer assignment Task 3: Research report Task 4: Workplace observation report

Details of the units of competency in which you are enrolled are available online at [www.training.gov.au](http://www.training.gov.au), or by clicking on the links in the preceding table.

Assessments, due dates and submission information are available in the assessment section of your online course site.

Further details on navigating the online site, suggested study approaches and our policies and procedures can be found in the document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Course Overview. Should you be unsure of what is required of you, contact your student support team.

## Accreditation and recognition

The competencies gained through successful completion of this course are cross-industry and nationally recognised. You will receive a Statement of Attainment for all units of competency successfully completed at the end of the study period. You can claim credit for these units upon enrolment in the *Certificate IV in Medical Practice Assisting* and other AQF qualifications in accordance with relevant qualification packaging rules and recognition requirements.

## Study period and workload

The nominal duration of your enrolment in the Fundamentals of Medical Assisting skillset is 6 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 course requirements in about 10 hours a week of self-directed workplace and individual study over the study period.

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.