

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: (07) 3630 7371 or (07) 3630 7349

Email: medicalassistant@brisbanenorthphn.org.au

Mail: Medical Assistant

PO Box 845

Lutwyche Qld 4030

Learning and Assessment

If you would like to discuss program 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

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 program 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 twenty-three (23) units of competency in this qualification and all must be successfully completed in order 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-led workshops, as well as a combination of print and electronic course material. Details of the units of competency in which you are enrolled are available by clicking the links below.

Some of your practical assessment tasks are conducted during the workshops.

This program structure consists of three distinct Terms. These milestones or check points, are approximately six months long.

Course name	Workshop / Webinars
N/A	Orientation
Term 1	
HLTHPS005 Handle medical specimens	5 online courses
HLTHPS003 Maintain medication stocks	
HLTADM003 Facilitate a coordinated approach to client care	
CHCDIV001 Work with diverse people	
CHCLEG001 Work legally and ethically	
Term 2	
HLTHPS001 Take clinical measurements	7 online courses 2 clinical workshops
HLTINF001 Comply with infection prevention and control policies	
HLTCAR001 Perform electrocardiography(ECG)	
HLTINF002 Process reusable medical devices and equipment	
HLTAAP002 Confirm physical health status	
HLTHPS002 Support health professional in the delivery of care	
HLTWHS003 Maintain work health and safety	
Term 3	
CHCCOM005 Communicate and work in health or community services	8 online courses
BSBINM401 Implement workplace information system	
BSBFLM309 Support continuous improvement systems and processes	
BSBMED303 Maintain patient records	
BSBMED301 Interpret and apply medical terminology appropriately	
BSBADM307 Organise schedules	
BSBMED302 Prepare and process medical accounts	
CHCCCS020 Respond effectively to behaviours of concern	
HLTAID008 Manage first aid services and resources	Workshops for each of the three First Aid Units will be scheduled after consultation with you and your MPA group.
HLTAID003 Provide first aid	
HLTAID006 Provide advanced first aid	

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.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks 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 student support team.

Accreditation and recognition

The *HLT47715 Certificate IV in Medical Practice Assisting* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs 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

Delivery and assessment of first aid units in the Certificate IV in Medical Practice Assisting HLT47715 is sub-contracted to Allen's Training.

- 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.