

Medical Assisting Essentials Skill Set



Program Overview

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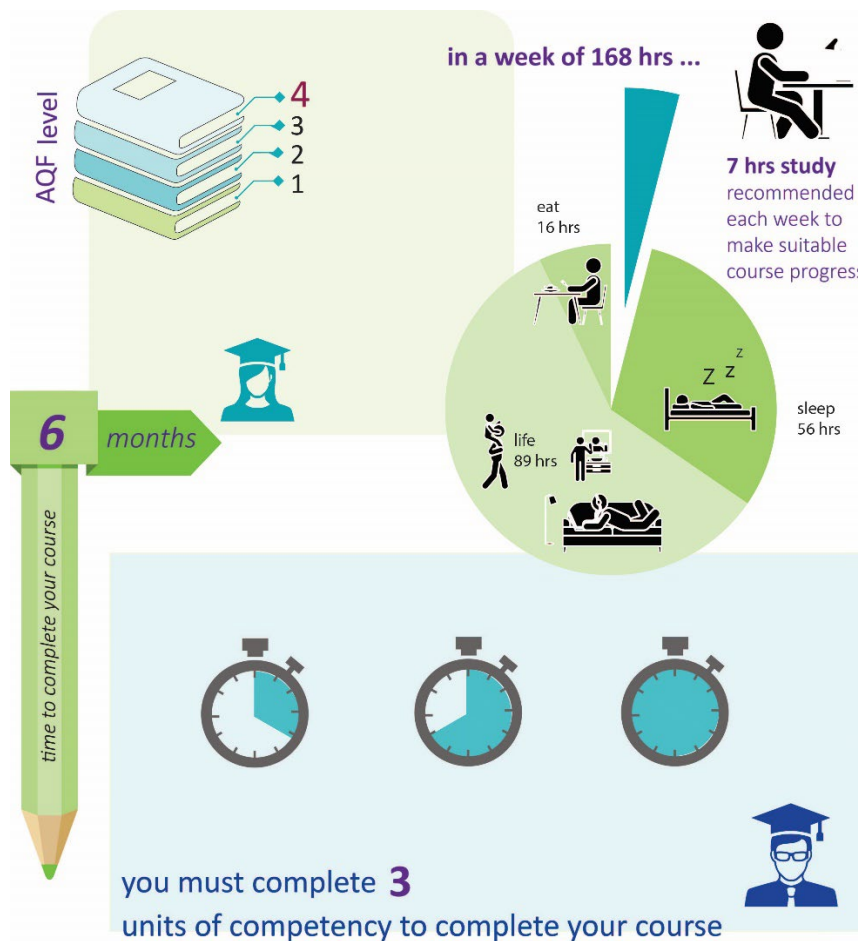
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Overview

Welcome

Welcome to *Medical Assisting Essentials*, is 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 delighted that you have joined the Medical Assisting Essentials program.

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: enquiries@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 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

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

Medical Assisting Essentials Skill Set

Aim of the program

This qualification aims to equip participants with a practical and customer centric sampling of practical units applicable in a medical practice setting with administrative and patient care components.

Learning outcomes

On completion of the program you should be able to:

- follow standard procedures for handling specimens
- organise off-site testing of specimens
- conduct on-site testing of specimens
- provide instruction and information to clients
- follow up with clients
- exchange information among providers
- facilitate multi-disciplinary approach to client care
- monitor medication stock levels
- order stock
- handle and store medication stocks
- maintain medication documentation.

Structure of the program

There are three (3) units of competency in this skill set and successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is self-directed online study with access to downloadable PDF course material and online interactive learning activities. An outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Table 1: Overview of course structure

Unit/s of competency	Assessment Tasks	Suggested duration
HLTHPS003 Maintain medication stock	Task 1: Knowledge quiz Task 2: Short answer questions Task 3: Practical skills	3 to 6 weeks
HLTHPS005 Handle medical specimens	Task 1: Knowledge quiz 1 Task 2: Knowledge quiz 2 Task 3: Short answer questions Task 4: Clinical skill 1 – on-site testing Task 5: Clinical skill 2 – off-site testing Task 6: Clinical skill 3 – responding to incidents	4 to 8 weeks

Unit/s of competency	Assessment Tasks	Suggested duration
HLTINF006 Apply basic principles of infection prevention and control	Task 1: Knowledge quiz Task 2: Short answer and research Task 3: Responding to infection risks Task 4: Infection prevention and control Task 5: Document and report	5 to 10 weeks

Units of competency are achieved as assessment tasks are successfully completed. You will receive a Statement of Attainment for those units of competency 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 *Medical Assisting Essentials Skill Set* in which you are enrolled contains units listed on the national register and 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.

Successful completion of any units of competency is eligible to be transferred as a direct credit into the Certificate IV in Medical Practice Assisting or any related vocational course offering these units.

Study workload

The nominal duration of your enrolment in the *Medical Assisting Essentials Skill Set* is six 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 7 hours a week a week of self-directed workplace and individual study over the six month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to six months from enrolment to complete the Medical Assisting Essentials Skill Set. 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.