



Australian Government

Department of Education, Employment and Workplace Relations

HLT43307 Certificate IV in Medical Practice Assisting

Release: 1

HLT43307 Certificate IV in Medical Practice Assisting

Modification History

Not Applicable

Description

This qualification provides the knowledge and skills needed to assist in a medical practice under supervision by and in the context of a consultation being conducted by a medical practitioner.

A medical assistant may work under the supervision of a health care professional other than a medical practitioner, but this should only occur where:

- the health care professional is in the same practice as the medical practitioner and
- the medical practitioner has agreed to the other health professional providing the supervision.

The medical assisting work role includes a broad range of administrative functions, identified tasks of a clinical assisting nature and, where appropriate, provision of client support and guidance in relation to identified treatment issues as per instruction from the health care practitioner.

This qualification is suited to Australian Apprenticeships pathways.
Occupational title for these workers is:

- Medical assistant

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

25 units of competency are required for this qualification, including:

- 22 core units
- 3 elective units

A wide range of elective units is available, including:

- Relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

<u>BSBMED301B</u>	<u>Interpret and apply medical terminology appropriately</u>
<u>BSBMED302B</u>	<u>Prepare and process medical accounts</u>
<u>BSBMED303B</u>	<u>Maintain patient records</u>
<u>HLTAP401B</u>	<u>Confirm physical health status</u>
<u>HLTCOM407B</u>	<u>Provide reception services for a practice</u>
<u>HLTCSD306C</u>	<u>Respond effectively to difficult or challenging behaviour</u>
<u>HLTFA301C</u>	<u>Apply first aid</u>
<u>HLTHIR301B</u>	<u>Communicate and work effectively in health</u>
<u>HLTHIR403C</u>	<u>Work effectively with culturally diverse clients and co-workers</u>
<u>HLTHIR404D</u>	<u>Work effectively with Aboriginal and/or Torres Strait Islander people</u>
<u>HLTHIR506C</u>	<u>Implement and monitor compliance with legal and ethical requirements</u>
<u>HLTIN301C</u>	<u>Comply with infection control policies and procedures</u>
<u>HLTIN302B</u>	<u>Process reusable instruments and equipment in health work</u> (Note pre-requ:
<u>HLTIN301C)</u>	
<u>HLTMAMP401B</u>	<u>Assist with clinical measurements in a medical practice</u> (Note pre-requ:
<u>HLTFA301C)</u>	
<u>HLTMAMP402B</u>	<u>Assist with clinical procedures in a medical practice</u> (Note pre-requ:
<u>HLTFA301C)</u>	
<u>HLTMAMP404B</u>	<u>Maintain medication stocks in a medical practice</u>
<u>HLTMAMP405B</u>	<u>Coordinate effective functioning of a medical practice</u>
<u>HLTMAMP406B</u>	<u>Manage emergency clients in a medical practice</u> (Note pre-requ:
<u>HLTFA301C)</u>	
<u>HLTMAMP407B</u>	<u>Facilitate a coordinated approach to client care</u>
<u>HLTMAMP408B</u>	<u>Administer the information management system of a medical practice</u>
<u>HLTMAMP409B</u>	<u>Handle specimens in a medical practice</u>
<u>HLTOHS300B</u>	<u>Contribute to OHS processes</u>

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Relevant electives

The following sample electives are provided. Electives may be selected in line with the Packaging Rules.

BSBITU306A Design and produce business documents

BSBMED401B Manage patient record keeping system

HLTFA402C Apply advanced first aid (Note pre-requ: HLTFA301C)

HLTOHS401A Maintain workplace OHS processes

HLTSTE301C Clean reusable medical equipment (Note pre-requ: HLTIN301C)