



Australian Government

HLT43312 Certificate IV in Medical Practice Assisting

Release 2

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Modification History

HLT07 Version 45	HLT07 Version 5.1	Comments
HLT43312 Certificate IV in Medical Practice Assisting	HLT43312 Certificate IV in Medical Practice Assisting	Corrections to errors and minor changes to improve readability. Corrections to metadata. Equivalent outcome.

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

BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
HLTAP401B	Confirm physical health status
HLTCOM407B	Provide reception services for a practice
HLTCSD306D	Respond effectively to behaviours of concern
HLTFA311A	Apply first aid
HLTHIR301C	Communicate and work effectively in health
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTIN301C	Comply with infection control policies and procedures
HLTIN302C	Process reusable instruments and equipment in health work
(Note pre-requ: HLTIN301C)	
HLTMAMP401C	Assist with clinical measurements in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP402C	Assist with clinical procedures in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP404B	Maintain medication stocks in a medical practice
HLTMAMP405B	Coordinate effective functioning of a medical practice
HLTMAMP406C	Manage emergency clients in a medical practice
(Note pre-requ: HLTFA311A)	
HLTMAMP407B	Facilitate a coordinated approach to client care
HLTMAMP408B	Administer the information management system of a medical practice
HLTMAMP409B	Handle specimens in a medical practice
HLTWHS300A	Contribute to WHS processes

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

HLTFA412A Apply advanced first aid (Note pre-requ: HLTFA311A)

HLTWHS401A Maintain workplace WHS processes

HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)