HLT47715 Certificate IV in Medical Practice Assisting

Release 1
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 1</td>
<td>This version was released in <em>HLT Health Training Package release 2.0</em> and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules. Significant changes to core units.</td>
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Qualification Description

This qualification reflects the role of medical practice assistants whose work includes a broad range of administrative functions combined with tasks to support medical practitioners in the delivery of care to clients. These tasks are completed under the direct or indirect supervision of a medical practitioner.

A medical practice 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 care professional providing the supervision

A registered nurse must accept or refuse responsibility for supervision of an activity of a medical practice assistant, according to the Nursing and Midwifery Board of Australia (NMBA) *Decision-making framework*. An enrolled nurse cannot provide supervision.

*No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.*
Packaging Rules

Total number of units = 23

- 19 core units
- 4 elective units, consisting of:
  - at least 2 units from the electives listed below
  - up to 2 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

CHCCOM005  Communicate and work in health or community services
CHCDIV001  Work with diverse people
CHCLEG001  Work legally and ethically
HLTAAP002  Confirm physical health status
HLTAID003  Provide first aid
HLTAID008  Manage first aid services and resources
HLTCAR001  Perform electrocardiography (ECG)
HLTHPS001  Take clinical measurements
HLTHPS002  Support health professional in the delivery of care
HLTHPS003  Maintain medication stocks
HLTHPS005  Handle medical specimens
HLTINF001  Comply with infection prevention and control policies and procedures
HLTINF002  Process reusable medical devices and equipment
HLTWHS003  Maintain work health and safety
BSBADM307  Organise schedules
BSBINM401  Implement workplace information system
BSBMED301  Interpret and apply medical terminology appropriately
BSBMED302  Prepare and process medical accounts
BSBMED303  Maintain patient records
Elective units

- CHCCCS020 Respond effectively to behaviours of concern
- CHCPRP003 Reflect on and improve own professional practice
- HLTADM001 Administer and coordinate Telehealth services
- HLTADM002 Manage Telehealth technology
- HLTADM003 Facilitate a coordinated approach to client care
- HLTAID006 Provide advanced first aid
- HLTPAT001 Identify and respond to clinical risks in pathology collection
- HLTPAT002 Perform venous blood collections
- HLTPAT004 Collect pathology specimens other than blood
- BSBADM504 Plan and implement administrative systems
- BSBCUS301 Deliver and monitor a service to customers
- BSBFIA301 Maintain financial records
- BSBFLM309 Support continuous improvement systems and processes
- BSBINM202 Handle mail
- BSBITU306 Design and produce business documents
- BSBMED401 Manage patient record keeping system

Qualification Mapping Information

No equivalent qualification.

Links

Companion volumes from the CS&HISC website - http://www.cshisc.com.au