HLT57715 Diploma of Practice Management

Release 1
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Modification History

<table>
<thead>
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<th>Release</th>
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<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.</td>
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Qualification Description

This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices.

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

Total number of units = 15

- 10 core units
- 5 elective units, consisting of:
  - up to 5 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

- CHCDIV001 Work with diverse people
- CHCLEG003 Manage legal and ethical compliance
- HLTADM004 Manage health billing and accounting system
- HLTINF003 Implement and monitor infection prevention control policies and procedures
- HLTWHS004 Manage work health and safety
- BSBCUS501 Manage quality customer service
- BSBFIM501 Manage budgets and financial plans
- BSBMED301 Interpret and apply medical terminology appropriately
- BSBMGT502 Manage people performance
- BSBRSK501 Manage risk

Elective units

- CHCDIV003 Manage and promote diversity
- CHCPOL002 Develop and implement policy
- CHCPRP003 Reflect on and improve own professional practice
- CHCPRP005 Engage with health professionals and the health system
- HLTADM001 Administer and coordinate Telehealth services
- HLTADM002 Manage Telehealth technology
- BSBADM502 Manage meetings
BSBADV507  Develop a media plan
BSBADV509  Create mass print media advertisements
BSBADV510  Create mass electronic media advertisements
BSBAUD503  Lead a quality audit
BSBAUD504  Report on a quality audit
BSBHRM502  Manage human resources management information systems
BSBHRM505  Manage remuneration and employee benefits
BSBHRM506  Manage recruitment selection and induction processes
BSBHRM507  Manage separation or termination
BSBHRM509  Manage rehabilitation or return to work programs
BSBHRM512  Develop and manage performance-management processes
BSBINM501  Manage an information or knowledge management system
BSBMGT516  Facilitate continuous improvement
BSBMGT517  Manage operational plan
BSBMKG501  Identify and evaluate marketing opportunities
BSBMKG502  Establish and adjust the marketing mix
BSBMKG514  Implement and monitor marketing activities
BSBMKG608  Develop organisational marketing objectives
BSBPUR501  Develop, implement and review purchasing strategies
BSBRKG502  Manage and monitor business or records systems
BSBSUS501  Develop workplace policy and procedures for sustainability
BSBWOR502  Lead and manage team effectiveness
BSBWRK510  Manage employee relations
Qualification Mapping Information

No equivalent qualification.

Links

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