



Australian Government

HLT57715 Diploma of Practice Management

Release 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules.

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

BSBRISK501 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>