



**Australian Government**

**Assessment Requirements for  
HLTADM001 Administer and coordinate  
Telehealth services**

**Release: 1**

## Assessment Requirements for HLTADM001 Administer and coordinate Telehealth services

### Modification History

Release	Comments
Release 1	This new unit was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the New Standards for Training Packages.

### Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- provided administrative support for at least three Telehealth consultation sessions:
  - managed client information appropriately
  - managed the information flow between service providers
  - completed financial administration tasks
- responded appropriately to Telehealth administrative problems
- evaluated and reported on the provision of Telehealth services in at least one organisation
- identified and used Telehealth networks to inform practice

## Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- key considerations in the provision of Telehealth services:
  - clinical
  - technical
  - business
  - client-centred approach
- industry Telehealth standards, guidelines and accreditation requirements
- legal requirements for the provision of Telehealth services
- risk management considerations and approaches for Telehealth
  - sharing of digital information – who can share what with whom and how
  - ownership of digital information
  - confidentiality
  - consent
- role of different individuals in provision of Telehealth services and scope and limitations of own role
- Telehealth networks and ways to use them
- context for current provision of Telehealth services, including government incentives
- key aspects of practice administration systems and how they may be used or adapted to support Telehealth services:
  - sources of information about MBS items
  - funding and support mechanisms for different client groups

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - operational administration system capable of supporting provision of Telehealth services
  - organisation policies and procedures for Telehealth
  - industry Telehealth standards
- modelling of industry operating conditions, including:
  - interactions with clients and colleagues
  - integration of typical operational problems to which the candidate responds

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors

## Links

Companion volume Implementation Guide available here - <http://www.cshisc.com.au>