HLT47715 Certificate IV in Medical Practice Assisting

Release: 4

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Modification History

Release	Comments
Release 4	Release 4. Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 3. Minor change to update Infection Control unit of competency.
Release 3	Release 3. Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 2. Minor change to update Infection Control unit of competency.
Release 2	Release 2. Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 1. Minor change to update First Aid units of competency.
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages.
	Change to packaging rules. Significant changes to core units.

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
HLTAID011	Provide first aid
HLTAID016	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
HLTINF002	Process reusable medical devices and equipment
HLTINF006	Apply basic principles and practices of infection prevention and control
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

SkillsIQ

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
HLTAID014	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 Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705