HLT47715 Certificate IV in Medical Practice Assisting

HLT47715 Certificate IV in Medical Practice Assisting

Modification History

Release	Comments
5	Minor change to replace superseded units of competency in the elective bank.
4	Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 3. Minor change to update Infection Control unit of competency.
3	Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 2. Minor change to update Infection Control unit of competency.
2	Supersedes and is equivalent to HLT47715 Certificate IV in Medical Practice Assisting release 1. Minor change to update First Aid units of competency.
1	This qualification was first released in HLT Health Release 2.0.

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.

Licensing/Regulatory Information

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

Entry Requirements

This qualification has no entry requirements.

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	
CHCCOM0 05	Communicate and work in health or community services
CHCDIV00 1	Work with diverse people
CHCLEG00 1	Work legally and ethically
HLTAAP00 2	Confirm physical health status
HLTAID01 1	Provide first aid
HLTAID01 6	Manage first aid services and resources
HLTCAR00 1	Perform electrocardiography (ECG)
HLTHPS00 1	Take clinical measurements

HumanAbility

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
BSBMED303	Maintain patient records
Elective units	
CHCCCS020	Respond effectively to behaviours of concern
CHCPRP003	Reflect on and improve own professional practice
HLTADM008	Administer and coordinate Telehealth services
HLTADM009	Manage Telehealth technology
HLTADM010	Facilitate a coordinated approach to client care

     HumanAbility

HLTAID014	Provide advanced first aid
HLTPAT008	Identify and respond to clinical risks in pathology collection
HLTPAT009	Collect pathology specimens other than blood
HLTPAT014	*Perform venous blood collections*
BSBFIN302	Maintain financial records
BSBINS202	Handle receipt and dispatch of information
BSBMED401	Manage patient recordkeeping system
BSBOPS304	Deliver and monitor a service to customers
BSBOPS503	Develop administrative systems
BSBSTR301	Contribute to continuous improvement
BSBTEC301	Design and produce business documents

Units listed in italics include a mandatory workplace requirement

Pre-requisite Requirements

There are no prerequisites requirements for this qualification.

Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
HLT47715 Certificate IV in Medical Practice Assisting	HLT43312 Certificate IV in Medical Practice Assisting	This version was released in HLT Health Training Package release 2.0 and meets the requirements of the	Not-Equivalent

		2012 Standards for Training Packages. Change to packaging rules. Significant changes to core units.	

Links

Companion volumes, including implementation guides, are found on the national training register - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705.

HumanAbility