



**Australian Government**

# **HLT57715 Diploma of Practice Management**

**Release: 3**

# HLT57715 Diploma of Practice Management

## Modification History

Release	Comments
Release 3	Release 3. Supersedes and is equivalent to HLT57715 Diploma of Practice Management release 2. Minor change to update Infection Control unit of competency.
Release 2	Release 2. Supersedes and is equivalent to HLT57715 Diploma of Practice Management release 1. Minor change to update Infection Control unit of competency.
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

HLTINF007	Implement and monitor infection prevention and control standards, 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 Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>