



Australian Government

HLT57715 Diploma of Practice Management

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Modification History

Release	Comments
4	Minor change to replace superseded units of competency in the elective bank.
3	Supersedes and is equivalent to HLT57715 Diploma of Practice Management release 2. Minor change to update Infection Control unit of competency.
2	Supersedes and is equivalent to HLT57715 Diploma of Practice Management release 1. Minor change to update Infection Control unit of competency.
1	This qualification was first released in HLT Health Release 2.0.

Qualification Description

This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices.

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 = 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	
CHCDIV00 1	Work with diverse people
CHCLEG00 3	Manage legal and ethical compliance
HLTADM0 04	Manage health billing and accounting system
HLTINF00 7	Implement and monitor infection prevention and control standards, policies and procedures
HTLTWHS0 04	Manage work health and safety
BSBCUS50 1	Manage quality customer service
BSBFIM50 1	Manage budgets and financial plans
BSBMED3 01	Interpret and apply medical terminology appropriately
BSBMGT5 02	Manage people performance
BSBRSK50 1	Manage risk
Elective units	
CHCDIV00 3	Manage and promote diversity
CHCPOL00 2	Develop and implement policy
CHCPRP00 3	Reflect on and improve own professional practice
CHCPRP00 5	Engage with health professionals and the health system

HLTADM0 08	Administer and coordinate Telehealth services
HLTADM0 09	Manage Telehealth technology
BSBAUD5 12	Lead quality audits
BSBAUD5 13	Report on quality audits
BSBHRM4 14	Use human resources information systems
BSBHRM5 21	Facilitate performance development processes
BSBHRM5 22	Manage employee and industrial relations
BSBHRM5 25	Manage recruitment and onboarding
BSBHRM5 28	Coordinate remuneration and employee benefits
BSBHRM5 29	Coordinate separation and termination processes
BSBHRM5 30	Coordinate rehabilitation and return to work programs
BSBINS501	Implement information and knowledge management systems
BSBINS512	Monitor business records systems
BSBMKG5 41	Identify and evaluate marketing opportunities
BSBMKG5 42	Establish and monitor the marketing mix
BSBMKG5 51	Create multiplatform advertisements for mass media
BSBMKG5 52	Design and develop marketing communication plans

BSBMKG6 21	Develop organisational marketing strategy
BSBOPS50 2	Manage business operational plans
BSBPRC50 1	Manage procurement strategies
BSBSTR50 2	Facilitate continuous improvement
BSBSUS51 1	Develop workplace policies and procedures for sustainability
BSBTWK5 02	Manage team effectiveness
BSBTWK5 03	Manage meetings

Pre-requisite Requirements

There are no prerequisites requirements for this qualification.

Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
HLT57715 Diploma of Practice Management	HLT52012 Diploma of Practice Management	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.	Not-Equivalent

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>.