



Australian Government

Department of Education, Employment and Workplace Relations

HLT40412 Certificate IV in Health Supervision

Release: 1

HLT40412 Certificate IV in Health Supervision

Modification History

Not applicable.

Description

This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Supervisor
- Assistant manager

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units
 - Group A electives which are recommended for culturally aware and respectful practice
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

BSBMED301B Interpret and apply medical terminology appropriately
 BSBWOR402A Promote team effectiveness
 HLTHIR506C Implement and monitor compliance with legal and ethical requirements
 HLTIN403C Implement and monitor infection control policy and procedures
 (Note pre-requ: HLTIN301C)
 HLTWHS300A Contribute to WHS processes
 HLTSUP401B Supervise in a health setting

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

[HLTHIR403C Work effectively with culturally diverse clients and co-workers](#)

[HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people](#)

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs.

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Management/supervision

BSBHRM402A	Recruit, select and induct staff
BSBLED401A	Develop teams and individuals
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMGT402A	Implement operational plan
BSBMGT403A	Implement continuous improvement
BSBPMG510A	Manage projects
BSBRSK401A	Identify risk and apply risk management processes
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWOR401A	Establish effective workplace relationships
BSBWOR404B	Develop work priorities
CHCCS401C	Facilitate responsible behaviour
HLTCSD306D	Respond effectively to behaviours of concern
SITXHRM003A	Roster staff

Performance

BSBMGT403A	Implement continuous improvement
CHCORG428A	Reflect on and improve own professional practice
HLTAMBPD401C	Manage personal stressors in the work environment

Training and development

CHCCS427A	Facilitate adult learning and development
CHCORG627B	Provide mentoring support to colleagues
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace