



Australian Government

Department of Education, Employment and Workplace Relations

HLTCOM405D Administer a practice

Release: 1

HLTCOM405D Administer a practice

Modification History

Version 4	Version 5	Comments
HLTCOM405C Administer a practice	HLTCOM405D - Administer a practice	Unit updated in V5. Changes to Evidence Guide ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to provide administration for a clinical health practice according to the size and scale of the business

Application of the Unit

Application

This unit applies to work in a range of health settings where health services are provided with direct client contact involved

Application of this unit should be contextualised to reflect any specific workplace requirements, issues and practices

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1. Establish and maintain administrative systems | 1.1 Identify and perform <i>routine tasks</i>
1.2 Follow <i>policies and procedures</i> are followed
1.3 Use <i>resources</i> appropriately
1.4 Establish <i>administrative systems</i> |
| 2. Conduct financial administration | 2.1 Administer financial procedures of the business
2.2 Maintain systems for <i>financial documentation</i>
2.3 Record information for financial reports is recorded |
| 3. Follow practice management strategies | 3.1 Follow operational <i>strategies</i>
3.2 Follow marketing <i>strategies</i>
3.3 Attend meetings
3.4 Monitor stock levels and supplies
3.5 Comply with <i>statutory and regulatory requirements</i> |

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 4. Administer personnel management strategies | 4.1 Follow <i>human resource strategies</i> |
| | 4.2 Administer <i>payroll and employee records</i> |
| | 4.3 Follow diversity guidelines |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Appropriate practices to ensure efficient use of power and other resources
- Business systems
- Clinic practices and procedures
- Financial recording systems
- Forms and administrative systems
- Legal rights and responsibilities
- Operational factors relating to the business (provision of professional services, products)
- Planning and control systems (sales, advertising and promotion, distribution and logistics)
- Record keeping duties
- Services available and charges
- Stock control methods and procedures

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

REQUIRED SKILLS AND KNOWLEDGE

- Accurately record financial transactions
- Apply time management skills
- Establish and maintain administrative systems
- Follow clinic practice guidelines
- Give and receive communication messages
- Maintain payroll records
- Promote, implement and manage work attitudes and practices that reflect awareness of the importance of a range of aspects of sustainability
- Securely manage monies

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- Observation of performance in the workplace or a simulated workplace is essential for assessment of this unit
- Assessment may contain both theoretical and practical components and examples covering a range of practice environments
- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible
- Assessment of sole practitioners must consider their unique workplace context, including:
- interaction with others in the broader professional community as part of the sole practitioner's

EVIDENCE GUIDE

	workplace • scope of practice as detailed in the qualification
<i>Access and equity considerations:</i>	• All workers in the health industry should be aware of access and equity issues in relation to their own area of work • All workers should develop their ability to work in a culturally diverse environment • In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people • Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities
<i>Context of and specific resources for assessment:</i>	• Assessment should replicate workplace conditions as far as possible
<i>Method of assessment</i>	• Observation in the work place (if possible) • Written assignments/projects or questioning should be used to assess knowledge • Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Routine tasks may include:

- Maintaining information systems
- Maintaining stock and resources
- Performing financial activities
- Providing practice communications

In accordance with requirements for the scale of the operation policies and procedures may include:

- Communication procedures
- Documentation procedures
- Emergency procedures
- Financial procedures
- Human resources policies
- Policy and procedure guidelines developed and/or provided by industry associations
- Security procedures
- Stock control procedures
- Treatment protocols

Resources may include:

- Administrative equipment and materials
- Communications equipment
- Marketing materials
- Physical environment
- Practice/medical equipment

RANGE STATEMENT

Financial documentation may include:

NB These will vary in complexity according to the scale of the business and the level of support employed from accountants and financial consultants.

- Asset registers
- Banking documentation
- Costing procedures
- Credit transactions
- Creditors and debtors systems
- Draft financial forecasts/budgets
- Payroll records
- Petty cash
- Stock records

Financial reports may include:

NB These will vary in complexity according to the scale of the business and the level of support employed from accountants and financial consultants

- Budget reports
- Cash flow forecasts
- Detailed ledger accounts
- Profit and loss statements
- Reconciliations
- Taxation documentation

Operational strategies may include:

- Daily operation procedures
- Environmental strategies
- Management and administrative systems and procedures
- Marketing approaches
- Office systems
- Staffing procedures

Marketing strategies may include:

- Advertising
- Development of marketing/promotional materials
- Pricing strategies
- Promotional and public relations activities
- Publicity and media relations

RANGE STATEMENT

Stock may include:

- Information materials provided to clients
- Materials and equipment required to prepare and dispense medicines
- Materials and equipment used in the treatment of clients
- Medicinal preparations provided to clients
- Other promotional materials
- Stationery and administrative supplies

Statutory and regulatory requirements may include local, state and national legislation and regulations affecting business operations such as:

- Anti-competition/monopoly and consumer-based legislation
- Anti-discrimination Act
- Business registration
- Codes of practice standards
- Equal Employment Opportunities Act
- Fire, occupational and environmental legislation
- Planning and other permissions
- Taxation, copyright and trademark regulations
- Therapeutic Goods Act

Human resource strategies may include:

NB These will vary in detail according to number of personnel involved either as practitioner partners or employees

- Implementation of statutory requirements
- Performance management strategies
- Personnel documentation
- Planning and facilitation of meetings
- Recruitment, policies and procedures
- Support networks
- Time and stress management
- Training and assessment
- Workplace communications
- Workplace health and safety

RANGE STATEMENT

Employee records may include:

- Employee records (including tax file number, remuneration, leave and training records, records of disciplinary action, time and wages sheets)
- Job/position descriptions
- WHS records
- Records of taxation and superannuation payments made
- Relevant awards and/or industrial agreements

Manage diversity involves:

Valuing and utilising the different skills, backgrounds and capabilities of self and staff and developing strategies to encourage and enable their effective integration into the business. Diversity may include for example:

- Competencies
- Culture
- Education
- Gender
- Language
- Network of contact
- Work history
- Work preference

Unit Sector(s)

Not Applicable