

Certificate IV Medical Practice Assisting

Expression of Interest- PHN Scholarship and Government funding

The Hunter New England Central Coast Primary Health Network, in partnership with registered training organisation UNE Partnerships is seeking expressions of interest from administration professionals working in a medical practice, looking to expand their skills into the clinical area.

On offer, is a **full qualification**, nationally accredited, and this aligns with changes to models of care in General Practice including Health Care Home preparation. The course is the Certificate IV Medical Practice Assisting HLT47714, providing practices and candidates with an insight into the competencies and skills required to carry out a medical practice assistant role.

Course Information

Candidates must be working in a medical practice setting and must have a manager willing to sign off observation reports.

Duration

Commence in 2018 and complete within 18 months, by Dec 2019.

Course Commitments

The course is delivered through a mix of online assessments and seven Face to Face training days. Candidates must show evidence of study commencement in 2017 and UNE Partnerships provides a report bimonthly showing the amount of student progress.

Nationally Recognised Units

23 nationally recognised units are required to successfully complete the Certificate IV in Medical Practice Assisting.

Term 1	Orientation and online study	3-day workshop for first Aid units
Unit Code	Unit of Competency Name	
HLTHPS005	Handle medical specimens	
HLTHPS003	Maintain medication stocks	
HLTADM003	Facilitate a coordinated approach to client care	
CHCDIV001	Work with diverse people (includes webinar)	
CHCLEG001	Work legally and ethically	
HLTAID003	Provide first aid (outside provider)	
HLTAID006	Provide advanced first aid (outside provider)	
HLTAID008	Manage first aid services and resources (outside provider)	
Term 2	4-day workshop	
Unit Code	Unit of Competency Name	
HLTWHS003	Maintain work health and safety (includes webinar)	
HLTCAR001	Perform electrocardiography (ECG)	
HLTINF001	Comply with infection prevention and control policies and procedures	

HLTINF002	Process reusable medical devices and equipment
HLTHPS002	Support health professional in the delivery of care
HLTAAP002	Confirm physical health status
HLTHPS002	Take Clinical Measurements
Term 3	Online study
Unit Code	Unit of Competency Name
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts (includes webinar)
CHCCCS020	Respond effectively to behaviours of concern (includes webinar)
BSBMED303	Maintain patient records (includes webinar)
BSBFLM309	Support continuous improvement systems and processes
BSBINM401	Implement workplace information system
CHCCOM005	Communicate and work in health or community services
BSBADM307	Organise schedules (includes webinar)

Funding arrangements

Government Funding along with a number of scholarships provided by the Hunter New England Central Coast PHN are being offered. If successful students will be required to pay a maximum \$500 as their contribution to the course. Terms and Conditions apply.

Interested in this course?

Please complete the Expression of Interest form and return via [email to Alison Tattersall](mailto:atattersall@hneccphn.com.au), Professional Development and Workforce-Team Leader, atattersall@hneccphn.com.au or for further information mobile 0400198620. Closing date 17/4/2018

Expression of Interest Form Certificate IV Medical Practice Assisting – Full Qualification

Personal Details		
Surname:	Given Name:	
Practice Name:		
Practice Address:	State:	Postcode:
Phone Number:	Mobile Number:	
Email Address:		
<input type="checkbox"/> I would like to enrol in the Certificate IV Medical Practice Assisting - Qualification		

Please return your completed form via [email to Alison Tattersall](mailto:atattersall@hneccphn.com.au)
atattersall@hneccphn.com.au

UNE Partnerships link for further information and course eligibility <https://www.unep.edu.au/enrolment/mpa-hunter1803>.

Disclaimer: Governance of the role will be the responsibility of the participants' employer