

HLT57715

Diploma of Practice Management

training—where knowledge + health meet

AMA Skills Training is a business unit of Australian Medical Association (South Australia) Inc., which is the peak representative body for the medical profession formed in 1879. AMA Skills Training is a Registered Training Organisation (RTO No. 40880) under ASQA Standards for Registered Training Organisations (RTOs) 2015.

We were established to develop and deliver training specifically for the Primary Health Care sector and to issue parchments/certificates and statements of attainment for nationally accredited qualifications and units of competency.

All our courses are based on a blended delivery:-

- ▶ face to face
- ▶ self paced learning
- ▶ workplace learning
- ▶ webinars
- ▶ online
- ▶ RPL

Our flexible delivery focuses on practical components of study as well as real work situations with choices of delivery times.

Our delivery staff include members of the Health workforce who are practitioners with extensive and current experience in the Health industry.

Course Description

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

Occupational Titles

Occupational titles for these workers may include:-

- ▶ Practice Manager
- ▶ Program Manager
- ▶ Business Manager
- ▶ Service Manager
- ▶ Development Manager

Course Scope

This course is nationally recognised and requires 15 units for award of the qualification.

- ▶ 10 core units
- ▶ 5 elective units

Further information will be provided at the course induction session.

For more information please contact:

Training Manager

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Units of Competency

Code	Title
Core Units	
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTADM004	Manage health billing and accounting system
HLTINF003	Implement and monitor infection prevention and control 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	
CHCCOM006	Establish and manage client relationships
BSBADM502	Manage meetings
BSBAUD503	Lead a quality audit
BSBHRM506	Manage recruitment selection and induction processes
BSBWOR502	Lead and manage team effectiveness



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