



HLT57715 – Diploma of Practice Management

training – where knowledge and health meet

STUDY MODES:

Online

Course Duration (approx.)

Fulltime 18mths

Part-time 36mths

WEEKLY STUDY COMMITMENT:

Fulltime – 25hrs (min)

Part-time –

12.5hrs (min)

Resources Required:

Computer

Internet & Email

Microsoft Word, Teams

Job Trainer/Subsidies

Eligibility criteria applies

About AMA Skills Training

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

Course Description

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

Entry Requirements

Must be currently managing the operation of a small to medium size practice within the health sector

Must be over the age of 17

Able to obtain all required clearances

Must complete all assessment requirements

Have basic to intermediate computer skills

Complete all required enrolment processes including:

Successfully completing FFS Language, Literacy and Numeracy test (Fee for Service Students)

Successfully completing Upfront Assessment of Need process including Language, Literacy and Numeracy test (Students who are eligible for subsidised funding/Job Trainer)

Course Costs:

Fee for Service \$4000.00

*Subsidised \$600.00

*Job Trainer \$220.00

*Subject to eligibility criteria

RPL \$100.00

Police/DHS/NDIS Checks \$65.45**

** Subject to change

Re-enrolment Fee (if you do not complete within timeframe) \$150.00

Enrolment Deposit of \$50.00 payable at time of enrolment

For more information please contact:

Training Manager

Level 1, 175 Fullarton Road, Dulwich SA 5065

PO Box 685, Fullarton SA 5063

P: 8361 0162

Email: training@amaskillstraining.org.au

Website: www.amaskillstraining.org.au



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Units of Competency



Code	Title	Nominal hours
Core Units		
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
HLTADM004	Manage health billing and accounting system	30
HLTINF003	Implement and monitor infection prevention and control policies and procedures	60
HLTWHS004	Manage work health and safety	40
BSBCUS501	Manage quality customer service	40
BSBFIM501	Manage budgets and financial plans	70
BSBMED301	Interpret and apply medical terminology appropriately	60
BSBMGT502	Manage people performance	70
BSBRISK501	Manage risk	60
Elective Units		
CHCCOM006	Establish and manage client relationships	35
BSBADM502	Manage meetings	30
BSBAUD503	Lead a quality audit	60
BSBHRM506	Manage recruitment selection and induction processes	60
BSBWOR502	Lead and manage team effectiveness	60

Learning Pathways

Students successfully completing this qualification could consider further study in:

- Diploma in Leadership and Management

You may be able to use the Diploma for an entry pathway into university.

Occupation and Career Pathways

Practice Manager

Program Manager

Business Manager

Service Manager

Development Manager

Student Support

Students eligible for subsidised training can access Learner Support Services.

All students can access their trainer/assessor through the online portal, telephone, or make an appointment to meet at AMA Skills Training.

Quality and Excellence



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