



**Australian Government**

# **HLT57715 Diploma of Practice Management**

**Release: 2**

# HLT57715 Diploma of Practice Management

## Modification History

Release	Comments
Release 2	Release 2. Supersedes and is equivalent to HLT57715 Diploma of Practice Management release 1. Minor change to update Infection Control unit of competency.
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules.

## Qualification Description

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

*No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.*

## Packaging Rules

**Total number of units = 15**

- 10 core units
- 5 elective units, consisting of:
  - up to 5 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome.

### Core units

- CHCDIV001 Work with diverse people
- CHCLEG003 Manage legal and ethical compliance
- HLTADM004 Manage health billing and accounting system
- 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

AND one of the following:

- HLTINF003 Implement and monitor infection prevention and control policies and procedures

OR

- HLTINF007 Implement and monitor infection prevention and control standards, policies and procedures

### **Elective units**

- CHCDIV003 Manage and promote diversity
- CHCPOL002 Develop and implement policy
- CHCPRP003 Reflect on and improve own professional practice
- CHCPRP005 Engage with health professionals and the health system
- HLTADM001 Administer and coordinate Telehealth services
- HLTADM002 Manage Telehealth technology
- BSBADM502 Manage meetings
- BSBADV507 Develop a media plan
- BSBADV509 Create mass print media advertisements
- BSBADV510 Create mass electronic media advertisements
- BSBAUD503 Lead a quality audit
- BSBAUD504 Report on a quality audit
- BSBHRM502 Manage human resources management information systems
- BSBHRM505 Manage remuneration and employee benefits

BSBHRM506	Manage recruitment selection and induction processes
BSBHRM507	Manage separation or termination
BSBHRM509	Manage rehabilitation or return to work programs
BSBHRM512	Develop and manage performance-management processes
BSBINM501	Manage an information or knowledge management system
BSBMGT516	Facilitate continuous improvement
BSBMGT517	Manage operational plan
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG514	Implement and monitor marketing activities
BSBMKG608	Develop organisational marketing objectives
BSBPUR501	Develop, implement and review purchasing strategies
BSBRKG502	Manage and monitor business or records systems
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR502	Lead and manage team effectiveness
BSBWRK510	Manage employee relations

## Qualification Mapping Information

No equivalent qualification.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>