



RTO ID: 21985
CRICOS Code: 03386G

HLT57715 - Diploma of **Practice Management**

CRICOS Course Code: 092897C

For International Students

EDUCATION *for*
EMPLOYMENT:
Bridging the gap globally



About the Course

The HLT57715 – Diploma of Practice Management reflects the role of business or practice managers who manage the operation of small to medium sized health practices.

This qualification covers the skills and knowledge required to oversee the operations and promotion of medical, dental and health practices.

You will gain knowledge on how to lead personnel, accomplish organisational objectives, minimise risk, put infection control procedures into practise, and—most importantly—provide patients with excellent care. The healthcare sector is dynamic and challenging, and healthcare administrative professionals must be sharp-thinking, flexible and adaptive. This course teaches the necessary skills and critical core competencies such as communication, leadership, professionalism, knowledge, and business skills

Course Details



Duration:
52 Weeks



Amount of Training:
532 Hours



AQF Level:
5



Course Delivery:
Face to Face



Campuses:
Melbourne, Sydney, Perth,
Brisbane

The course is provided through a Face to Face mode of delivery. It will be delivered over 532 hours including theory, self-paced structured e-learning, simulation training and work-based training / Professional Experience Placement (PEP).

Job Outcomes

- Business Manager
- Assistant Practice Manager
- Facility Manager
- Medical Practice Manager
- Service Manager
- Practice Manager
- Senior Ward Clerk
- Head of Practice

This course follows Competency-based training which is the concept that individuals learn at different rates as well as through different modes and different environments and that the skills and knowledge that a student has acquired previously are able to be formally recognised.

Mode of Delivery

Face to Face

Students are required to attend 20 contact hours per week physically at the campus and professional experience placements.

**Please call your respective campus locations for more details.*

Entry Requirements

There are no pre-requisites or any other training package entry requirements for this course.

IHNA has in place admission criteria for courses in its scope as required by its 'Application and Enrolment Procedure for VET Courses' to ensure that candidates meet industry requirements.

- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.
- Entry into this course requires IELTS band score of 5.5 or equivalent.
- Students will undergo language, literacy, and numeracy (LLN) to identify Language, Literacy and Numeracy capabilities at the time of Orientation (prior to commencing the courses).

Additional Requirements:

Digital literacy

- Should possess basic computer skills covering the most common usages of a computer, including managing computer files, word processing, using spreadsheets and databases; creating presentations; finding information and communicating using computers; and being aware of social and ethical implications of Internet use.
- Students should be in possession of their own laptops to facilitate the training and assessment. Recommended Laptop requirements: Core i3 Processor, 4 GB of RAM, Operating system; Windows 7 or later version, Screen; 10" or higher, Microsoft Office or Open Office Program, Adobe Reader and Antivirus Program.

Professional Experience Placement Requirements

- » A National Police Clearance or Australian Federal Police (AFP) Clearance certificate
- » Immunisation is required prior to undertaking 'Professional Experience Placement'(PEP) in health-care facilities.
- » Please declare in your application if you have a disability, disorder, or if you're on any medication that'll require reasonable adjustments to fulfil these requirements.
- » Working with Children Check: Student may have the opportunity to work with patients under the age of 18. However, before Student can be allowed contact with these minors Student needs to obtain a Working with Children (WWC) Check.

Physical requirements that are necessary to pass the course objectives are:

- » **Strength:** To assist with lifting and transferring a client, and perform CPR
- » **Mobility:** To bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined spaces
- » **Hearing:** To hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages
- » **Vision:** To make physical assessments of client and equipment
- » **Communication:** To communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors

Where a student breaches the above requirements, they could be excluded from their practical placements which may result in unsuccessful completion of the course.

Fees

Melbourne	Perth	Sydney
\$8,000	\$8,000	\$8,000

*Check with us for scholarship (Only for Onshore International Students)

How to Enrol

Online

Submit your application
through our website
www.ihna.edu.au

Email

Send an email to
enquiry@ihna.edu.au

Face to face

Walk into any IHNA
campuses.

Toll free

You can speak to our admissions consultant if you are unsure about the process.

1800 22 52 83



Contact us

Institute of Health & Nursing Australia

Melbourne | Perth | Sydney | Brisbane | Kochi (India)



1800 22 52 83



enquiry@ihna.edu.au



www.ihna.edu.au

Disclaimer: All details on this flyer are accurate on date of publication. Government Funding is available for selected courses in selected campuses and subject to conditions, please contact us for more details. IHNA reserves the right to alter any course, procedure or fees. Please refer to IHNA policies & procedures for more information on IHNA website.

Legal entity: Health Careers International Pty Ltd

RTO ID: 21985 | CRICOS Provider Code: 03386G | ACN: 106 800 944 | ABN: 59 106 800 944

Version: 8.2 | Dated: April 2024