

**Adept Training** (RTO 90991)

## Course information

**HLT47715**

# Certificate IV in Medical Practice Assisting

Version 6\_March 2024



**adept training**  
take a leap forward

[www.adepttraining.com.au](http://www.adepttraining.com.au)

## Why choose Adept Training?

Adept Training has been delivering high quality training in the healthcare space for 20 years and we are passionate and dedicated to providing the healthcare sector with skilled and competent staff. Adept Training is a Registered Training Organisation (RTO) delivering accredited qualifications through the Australian Qualifications Framework (AQF).

Adept Training prides itself on providing hands-on training that engages our students and allowing them the opportunity to develop skills and put their knowledge and learning into practice. We incorporate a range of learning styles to suit individuals and have a pool of experienced trainers and administrative staff to support everyone.

The healthcare environment is the fastest growing sector in Australia and opportunities are available in a wide range of health and community roles. Adept Training supports its learners to achieve their career goals, whether they are already in health care or aspiring to be part of this richly rewarding industry.

## Course outline

HLT47715 Certificate IV in Medical Practice Assisting is a fantastic course designed to give you skills that can be used across diverse health care platforms. Skills and knowledge will be developed that can assist you to work as an assistant to a healthcare practitioner, perform administrative duties within a medical centre, billing and using Medicare, create bookings for patients and provide first point of contact customer service as well as a range of clinical skills including performing ECG's, venepunctures, health assessments and point of care testing.

## Career opportunities

When you have successfully completed HLT47715 Certificate IV in Medical Practice Assisting course you may find the following employment:

- Assistant to doctor in a medical centre
- Medical receptionist
- Medical assistant
- Phlebotomist
- Medical technician
- Office or practice manager

## Delivery mode

This qualification is delivered **face-to-face** at Adept Training at 83 Marion Street Harris Park.

The practical clinical skills required for clinical skills are delivered through face to face, hands on training in the college where a highly skilled trainer/assessor will train and assess your knowledge and skills both in the classroom and in the workplace.



## **Assessments**

Each unit requires that you are appropriately assessed to determine that you have the skills and knowledge required.

Assessment methods may include:

- Online written assessment (quizzes, multiple choice and short answer questions)
- Verbal assessment
- Online projects and case studies
- Health assessments
- Observation of practical skills
- Work placement

## **Work placement.**

There is mandatory 35 hours (one week) work placement for HLTPAT002 Perform venous blood collections unit of competency which requires that students undertake placement in a pathology collection environment. Adept Training will arrange an appropriate pathology clinic for you to attend if you are not currently employed in this environment.

Students are expected to complete all assessments before work placement will be arranged. Work placement can be difficult to obtain, and students may need to be patient as pathology organisations can become busy and may not be able to accommodate all students at once.

Adept Training recognises that work experience is a great way for students to participate in the real world and apply what they have learnt in practice, however this needs to be completed in an appropriate facility that is committed to supporting our students on their learning journey.

All students going on work placement must wear the appropriated dress, shoes and behave in a manner that is respectful to the staff and healthcare environment. Students may be asked to leave a workplace if they are deemed unfit or inappropriate by the supervisor.

## **Insurance**

Adept Training provides relevant insurance cover to all students who are undertaking work placement.

## **Pre – requisites**

Before you commence your course, it is a requirement that every student (regardless of their background) completes a Language, Literacy and Numeracy Assessment.

Students should have completed education to a year 10 level.

Careers in health care usually require a clear Police Check, and a Working with Children Check. Immunisation, while not a requirement to undertake training, Adept Training strongly recommends that our students have these in place, as they may be a requirement in some workplaces.

Students will need access to a computer (a laptop or similar, not a mobile phone) and reliable internet to undertake their study and participate in online learning.



## Immunisation

Many healthcare facilities require employees to have been immunised against the following:

- Hepatitis A
- Hepatitis B
- Tetanus
- Measles, Mumps and rubella
- Any other immunisations recommended by your GP.

## Student handbook

Students are required to familiarise themselves with the Adept Training Student Handbook before they enrol into a course. A copy will be sent to you prior to enrolment or can be viewed on our website [www.adepttraining.com.au](http://www.adepttraining.com.au)

## Enrolment

Adept Training recommends that students who enrol into this course carefully consider the course requirements and are fully committed to their studies. To enrol into this course, you will need:

- Government issued colour photo ID
- A Unique Student Identifier (USI) go to [www.usi.gov.au](http://www.usi.gov.au)
- A completed, satisfactory Language, Literacy and Numeracy (LLN) assessment
- Completed enrolment forms.
- Proof of residency status

## Fees

Full course fee: \$7,500

This course is funded under Smart and Skilled. Students who are eligible can expect the following fees:

- \$0 (eligible for zero fee)
- \$240 (eligible for concession)
- \$1990 (no previous qualification or a qualification which is lower than Certificate I)
- \$2320 (previous qualification at Certificate II or higher level)

This training is subsidised by the NSW Government. Please refer to NSW Smart and Skilled for eligibility <https://smartandskilled.nsw.gov.au/are-you-eligible>

## Payment plans

Fee paying students may pay with our payment plan options in fortnightly instalments.

A \$500 deposit is required to commence training and payment plans must be maintained throughout a student's study.

You can set up your payment plan at enrolment with our Student Liaison Officer, or chat to us about an alternate payment arrangement.



## **Recognition of Prior Learning – RPL**

RPL means that skills and knowledge you have achieved through previous training, work or life experience are acknowledged. RPL will be granted only where sufficient evidence is provided of competence for an entire unit of competency.

Please note that RPL will not be granted for partial units of competency. You must lodge your RPL application and have it assessed prior to your course commencing. You may be asked to attend an interview with an RPL assessor.

There is an initial application fee of \$800.00 (non-refundable) plus a fee of \$750.00 per Unit of Competency for which RPL is sought. If sufficient is not supplied there will be a \$200 reassessment of evidence fee. If gaps are identified gap training will be provided and costs quoted on an individual basis.

As RPL can be a lengthy process we do not guarantee a timeframe, assessment of evidence provided is processed on an individual basis.

Please see our website for more information.

## **Credit Transfer**

A Credit Transfer is granted if you have completed the same unit of competency with another Registered Training Organisation. You must grant permission to Adept Training to access your USI transcript and complete a Credit Transfer Application form. You may also be required to submit your original transcript or a JP certified copy. This will be verified with the issuing RTO and must be completed before the start of your course.

## **Student support**

Adept Training understands that every student journey is different, and students may at times require additional support to achieve their learning outcomes. Support may be offered in the following forms:

- Access to highly qualified and professional trainers before or after class
- One on one time with a trainer if required.
- Phone, zoom and face to face mentoring with a trainer.
- Access to our friendly administrative support staff who can discuss payment options, make flexible study arrangements or assist you with deferring your course.
- Access to our closed Facebook group where there are lots of people just like you that you can chat to and discuss your study.
- Support for English can be found at <https://www.service.nsw.gov.au/transaction/learn-english-through-the-adult-migrant-english-program#eligibility>

## **Parking**

There is no on-site parking at the college, however there is limited parking in and around the Harris Park area. We recommend that students use public transport when coming to the college.

Parramatta station is approximately 8-minutes' walk and Harris Park station is approximately 2-minutes' walk. Buses are available from Parramatta station regularly.



## Children

Children are **not** permitted to accompany students to classes or work placement for any reason. This is a work health and safety requirement; you are required to make your own arrangements for childcare while studying at Adept Training or attending work placement.



## Course units

HLT47715 Certificate IV in Medical Practice Assisting consists of 23 units of competency made up of:

- 19 core and
- 4 electives

The course has been designed to blend both theory and practical hands-on application of healthcare skills in a holistic manner.

Units	Unit name	Core or elective
<b>Nineteen core units</b>		
CHCCOM005	Communicate and work in health or community services	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
HLTWHS003	Maintain work health and safety	Core
CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core
BSBADM307	Organise schedules	Core
BSBINM401	Implement workplace information systems	Core
BSBMED302	Prepare and process medical accounts	Core
BSBMED303	Maintain patient records	Core
HLTINF002	Process reusable medical devices and equipment	Core
HLTAAP002	Confirm physical health status	Core
HLTHPS002	Support health professional in the delivery of care	Core
HLTHPS001	Take clinical measurements	Core
HLTHPS003	Maintain medication stocks	Core
HLTHPS005	Handle medical specimens	Core
HLTCAR001	Perform electrocardiography (ECG)	Core
HLTAID011	Provide first aid	Core
HLTAID016	Manage first aid services and resources	Core



Four elective units		
CHCCCS020	Respond effectively to behaviours of concern	Elective
HLTPAT001	Identify and respond to clinical risks in pathology collection	Elective
HLTPAT002	Perform venous blood collection	Elective
HLTPAT004	Collect pathology specimens other than blood	Elective

### Timetable

Learning	Method	Session times
41 sessions	Face to face	9.00am to 4.00pm
Home study	Online	Self-paced study
Assessment	Online and face to face theory at home and in class	You will receive an assessment timetable outlining assessment due dates.
	Face to face practical in class or workplace	9.00am to 4.00pm
Work placement	Pathology clinic	Minimum 35 hours
Please note assessment and mandatory work placement hours are included in the abovementioned 41 sessions.		

### Course Duration

On average our students complete their qualification within 10 months, however, please note the overall duration of each course depends on the individual student's commitment to study, attendance of classroom sessions and availability for work placement.

Please note if you have completed any relevant qualifications, your course duration may be reduced as credit transfers may be applied.

### Contact us

If you would like more information or to speak with our Student Liaison Officer, please call us on 1300 366 044.

We welcome all enquiries and are happy to help you in choosing the right course for your career goals.

You will find more information on our website [www.adepttraining.com.au](http://www.adepttraining.com.au) or email us at [admin@adepttraining.com.au](mailto:admin@adepttraining.com.au)

