

HLT57715




Diploma of Practice Management

The Higher Level Skills Program is funded by the Queensland Government Department of Employment, Small Business and Training (DESBT). The aim of the Higher Level Skills Program is the completion of higher level qualifications which lead to secure employment, career advancement or transition/entry into university.



Enjoy leading people and have a passion for health and helping others?

The Diploma of Practice Management will set you up with the skills and knowledge you need to develop your career as a practice manager in the health industry.

-  **Already working in the health sector?** Advance your existing employment with a formal qualification.
-  **Looking to kick-start a career?** With a formal qualification, you can step directly into professional employment.
-  **Want a career change?** Join an industry with a high demand for qualified employees.

Through the course, you will learn how to:

- lead and manage a team effectively
- manage legal and ethical compliance, health billing and accounting systems
- comply with infection control procedures
- communicate effectively with clients
- understand and apply medical and finance terminology

Career outcomes

- Practice Manager

Course details




Start Date	Enrol today and start your online learning at anytime
Study Mode	Online
Course Duration	18-24 months to complete 15 units of online theory
Payment Options	Multiple payment options to suit your budget and lifestyle.
Co-contribution Fee	\$1990 Concession \$2490 Non concession *Subject to eligibility



Course recommendations: access to a computer and the Internet; computer literacy skills; an active email address, and diploma-level language, literacy and numeracy skills.

05-11-19

Why choose Foundation Education

-  **Flexible Online Study**
Our courses are delivered online, so you can study whenever and wherever suits you. This also gives you the flexibility to choose your course length - whether that be the full term of your course or completing your study in as little as six months.
-  **Dedicated Student Support**
Our Support Officers, Assessors and experienced health Technical Advisors will support you from enrolment through to graduation.
-  **Industry-relevant Courses**
Course material is developed in consultation with health experts to equip you with the job-ready skills and up-to-date knowledge required to support your career goals.

Course units

10 Core and 5 Electives

BSBWOR501	Manage personal work priorities and professional development
BSBCUS501	Manage quality customer service
BSBRK501	Manage risk
BSBADM502	Manage meetings
BSBWOR502	Lead and manage team effectiveness
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM501	Manage human resource services
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBMED301	Interpret and apply medical terminology appropriately
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTINF003	Implement and monitor infection prevention control policies and procedures
HLTADM004	Manage health billing and accounting system
HLTWHS004	Manage work health and safety