



CERTIFICATE IV IN MEDICAL PRACTICE ASSISTING (HLT 43307)

What is a Medical Assistant

Medical Assisting is a relatively new role to Australian primary healthcare. Medical Assistants are a valuable multi-skilled team member of a medical practice who are trained in clinical and administrative duties specific to medical practices.

Medical Assistants operate under the delegation of a supervising practitioner's scope of practice, consistent with state and national legislation and the Medical Assistant's education, training and experience. Such duties shall not constitute the practice of medicine.

- Medical Assistants are actively and continuously supervised by a medical practitioner.
- Medical Assistants are not required to make decisions regarding the care of patients, to determine investigations to be ordered, to diagnose, to prescribe or counsel patients.
- Medical Assistants, at the direction of the medical practitioner, can be asked to educate and provide instruction to patients as per the medical practitioner's direction.

Training to become a Medical Assistant is ideally suited to administration professionals already working in a medical practice and who are looking to expand their skills.

Information for Employers

Adding a Medical Assistant to your team will provide you with a multi-skilled staff member trained in the specific needs of general practice and, will increase the capacity of your practice to care for patients.

Medical Assistants can equally assist GPs and nurses in the treatment room or manage the front desk and patient contact, freeing other staff to better use their time and skills.

Medical Assisting training ensures that your staff member is trained in the duties required, providing greater quality and safety for patients and lowering risk of adverse incidents caused by improper training.

Offering Medical Assisting training to a practice staff member is great recognition of their value in your practice.

Government apprenticeship subsidies assist with fees, making the course affordable for both employee and employer.

Course Information

The Certificate IV in Medical Practice Assisting (HLT 43307) is nationally accredited as part of the Health Training Package (HLT07). The course delivered in Queensland by the Metro North Brisbane Medicare Local, a campus of Registered Training Organisation Healthfirst Australia, is specific to the needs of general practice.

The Certificate IV in Medical Practice Assisting course:

- teaches administrative and clinical assisting procedures and will enable graduates to assist doctors with coordination of patient care
- covers medicolegal issues in-depth along with infection control, computerisation and data management
- equips trainees with a foundational knowledge of the Australian health environment, medical terminology, anatomy, physiology and pathophysiology
- covers the essentials of first aid and emergency care
- provides an introduction to the basics of managing smaller medical offices.

Study mode

Our flexible course delivery opens up study to trainees from throughout Queensland.

The course is delivered via self-paced online learning modules with practical support and learning provided by on-the-job training and face-to-face clinical skills workshops and assessments.

Clinical skills workshops are held at the campus in Brisbane and are compulsory.



APPLY NOW!

Next intake: June 2012

Applications close: 20 April 2012

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Core Units

- Apply first aid
- Use advanced medical terminology
- Assist with clinical measurements in a medical practice
- Assist with clinical procedures in a medical practice
- Manage emergency clients in a medical practice
- Handle specimens in a medical practice
- Confirm physical health status
- Comply with infection control policies and procedures in health work
- Process reusable instruments and equipment in health work
- Maintain medication stocks in a medical practice
- Facilitate a coordinated approach to client care
- Communicate and work effectively in health
- Respond effectively to difficult or challenging behaviour
- Work effectively with culturally diverse clients and co-workers
- Work effectively with Aboriginal and Torres Strait Islander people
- Implement and monitor compliance with legal and ethical requirements
- Coordinated effective functional of medical practice
- Provide reception services for a practice
- Administer the information management system of medical practice
- Maintain patient records
- Prepare and process medical accounts
- Contribute to OHS process

Elective units

- Apply advanced first aid
- Manage patient record-keeping system
- Maintain OHS processes

Entry Requirements and Fees

Course entry

Prospective trainees must be:

- currently employed in a general practice either permanent part-time or full-time
- committed to working in general practice
- committed to advancing their clinical and administrative skills.

Fees

Total cost of the course is \$5,000.

Payment plans are available in addition to government apprenticeship incentives that may contribute to course fees:

- Australian Apprenticeship Incentives – incentives for employers that offset 80% of the cost of eligible trainees course fees.

For full information about eligibility for Australian Apprentice Incentives, visit www.mnbml.com.au

About the Metro North Brisbane Medicare Local and Healthfirst Training

The Metro North Brisbane Medicare Local is one of the first of Australia's new network of primary healthcare organisations, established by the Commonwealth Government to facilitate better access to healthcare services for local communities.

The Medicare Local was established by GPpartners Ltd, a former division of general practice, which was originally responsible for the development of the Medical Assisting training course in Australia.

The Medicare Local has partnered with Registered Training Organisation, Healthfirst Training Australia to deliver the Certificate IV in Medical Practice Assisting in Queensland.

Our experienced trainers all have a background in health and general practice.

