



RTO ID: 21985  
CRICOS Code: 03386G

# HLT57715 - Diploma of **Practice Management**

*For Domestic 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. By handling all administrative procedures in various healthcare institutions, you can work as a Practice Manager or Health Administration Manager and ensure that the quality of patient 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:  
Blended



Campuses:  
Melbourne, Sydney, Perth, Brisbane

The course is provided through Blended 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

### Blended Delivery

20 contact hours per week will be delivered through synchronised Online learning which includes on-campus simulation based training and Professional experience placement.

Besides the above structured learning, students are advised that they will be required to do approximate 10 hours per week of unstructured learning.

The blended delivery mode is only available to domestic students on selected campuses and subject to eligibility.

Students must meet additional requirements for Professional Experience Placements as required such as a clear police check, working with children check & immunisations.

\*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.

- Successful completion of an Australian Year 12 qualification or equivalent.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels in an Australian Core Skills Framework (ACSF) at exit Level 3 and participate in a pre-training review when enrolling into the course.

*Aboriginal and Torres Strait Islanders' students are encouraged to apply.*

### 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 healthcare 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

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

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# Fees & Funding

**Full Fees : \$5,990**

## State Funding

**Victoria:** Check with us for Domestic Scholarships  
VET Student Loan is Available for Eligible Students.\*\* #

**Western Australia:** If the student is eligible for Government funding, student pays: \$3,722.97  
VET Student Loan is Available for Eligible Students.\*\*

**New South Wales:** Check with us for Domestic Scholarships  
VET Student Loan is Available for Eligible Students.\*#

\*This training is delivered with Western Australian and Commonwealth Government Funding.

\*\*VET Student Loan is Available for Eligible Students.

#The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment.  
Additional fees may apply such as Student service and resource fees"

## How to Enrol

### Online

Submit your application  
through our website  
[www.ihna.edu.au](http://www.ihna.edu.au)

### Email

Send an email to  
[enquiry@ihna.edu.au](mailto: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](mailto:enquiry@ihna.edu.au)  [www.ihna.edu.au](http://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

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