

The role

Medical Assistants are multi skilled team members, formally trained to perform administrative tasks and front desk duties as well as a wide range of treatment room procedures

This program is ideally suited to administration professionals already working in a medical practice who are looking to expand their skills into the clinical arena.



Role scope

- Medical Assistants perform delegated clinical tasks within the supervising practitioner's scope of practice consistent with national and state legislation, the medical centre's protocols and the Medical Assistant's education, training and experience. Such duties shall not constitute the practice of medicine.
- Medical Assistants perform tasks at the direction and under the supervision (direct or indirect) of the health practitioner.
- Medical Assistants, at the direction of the medical practitioner, can be asked to educate and provide instruction to patients as per direction given.
- Medical Assistants are not independent practitioners; do not make decisions regarding the care of patients; do not determine investigations to order; do not diagnose; do not handle scheduled medications; do not refer; do not prescribe; do not provide counselling services to patients apart from providing instruction and education as per the health practitioner's direction.



Study mode

- Our flexible course delivery opens up study to students from throughout Queensland.
- Delivery is via self-paced online learning with practical support and learning provided by on-the-job training and face-to-face clinical skills workshops and assessments.
- The course is suitable for mature students, those who have not studied for some time, and those familiar with study.
- The course is delivered over four study terms with a compulsory workshop in each term.



Course information

- The Certificate IV in Medical Practice Assisting (HLT47715) is nationally accredited as part of the Health Training Package (HLT).
- Medical Assistants undergo 18 months of formal training to obtain the qualification
- UNE Partnerships delivers this program in Queensland in association with the Brisbane North PHN. The qualification will be issued by UNE Partnerships.

Entry Requirements

- There are no minimum education requirements.
- Face-to-face workshops are compulsory and students must commit to attending
- The course is ideally suited to administration professionals already working in a medical practice.

Fees

The full course fee is \$6500. A deposit will be required to secure enrolment with the balance paid under a payment plan.

Funding is available to eligible students under the Higher Level Skills program. The co-contribution fee is \$900.

Higher Level Skills Program Funded by the Queensland Government.

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students

must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

Funding may be available for students enrolling in this intake who have not already completed a formal qualification above a Certificate III level.

Those interested can register their interest with Brisbane North PHN. Funding opportunities are subject to confirmation from the Queensland Government.

How a Medical Assistant benefits...



Medical Practitioners

- Optimise patient flow and make better use of doctors' and nurses' time.
- Reduced workload on doctors and nurses, allowing them to spend more time on services where their higher levels of training are required.



Safety

- Training staff provides improved safety and quality.
- Lower risk of adverse incidents due to improperly trained staff.
- Mistakes made by staff unfamiliar with the needs of the medical practice environment can be costly and even dangerous to patient safety.
- Patient safety is potentially at risk in practices that employ unqualified staff members to perform clinical tasks.



Training opportunity

- Recognition for practice staff providing assistance to clinical staff.
- Front desk staff and practice managers with an interest in expanding their role can obtain a Medical Assisting qualification in 18 months.
- A qualification in Medical Assisting offers a pathway to nursing and higher level education.



Patients

- Increased patient access to care and better patient outcomes.
- More effective and efficient service delivery

Competencies

Students must complete 23 units of competency:

- | | | |
|--|---|--|
| • Communicate and work in health or community services (CHCCOM005) | • Process reusable medical devices and equipment (HLTINF002) | • Manage first aid services and resources (HLTAID008) |
| • Work with diverse people (CHCDIV001) | • Maintain work health and safety (HLTWS003) | • Implement workplace information system (BSBINM401) |
| • Confirm physical health status (HLTAAP002) | • Interpret and apply medical terminology appropriately (BSBMED301) | • Facilitate a coordinated approach to client care (HLTADM003) |
| • Provide first aid (HLTAID003) | • Work legally and ethically (CHCLEG001) | • Support continuous improvement systems and processes (BSBFLM309) |
| • Handle medical specimens (HLTHPS005) | • Maintain medication stocks (HLTHPS003) | • Respond effectively to behaviours of concern (CHCCCS020) |
| • Organise schedules (BSBADM307) | • Maintain patient records (BSBMED303) | • Comply with infection prevention and control policies and procedures (HLTINF001) |
| • Take clinical measurements (HLTHPS001) | • Provide advanced first aid (HLTAID006) | |
| • Support health professional in the delivery of care (HLTHPS002) | • Prepare and process medical accounts (BSBMED302) | |
| • Perform electrocardiography (HLTCAR001) | | |

For more information:

1800 066 128
02 6773 0000



ask@unep.edu.au
www.unep.edu.au