



Certificate IV in Medical Practice Assisting



Medical assistants are multi-skilled team members of a health practice

Medical assistants are qualified to perform a range of health care duties under supervision such as:

- New patient registration
- Blood pressure checks
- Urinalysis
- Height/weight/BMI
- Ordering supplies/stock control
- Assisting with health checks
- ECG Electro Cardiograph (ECG)
- Peak-flow measurement
- Spirometry
- Audiometry screening
- Restocking of clinical area
- Health Promotion
- Assist with minor procedures
- Infection control
- Maintaining patient records
- Act as chaperone
- Patient recall
- Cleaning and sterilisation of equipment
- Helping with specific long-term conditions, eg diabetes, asthma, mental health
- Handle specimens

BENEFITS



Employers

- Optimisation of patient flow
- Increase revenue to practice
- Medical assistants work closely with registered practitioners, thereby reducing specialists time in pre/post and follow up care
- Training improves communication
- Medical assistants coordinate chronic care patient treatment plans



Students

- Allows multi-skilling
- Increases your employability
- Pathway to nursing career
- Rewarding and diverse range of duties
- Work closely with medical experts and become part of the team



Patients & Community

- Increased care
- Central point of contact
- Reduced number of face to face appointments for chronic care patients, as Medical assistants perform regular phone contact follow ups
- Patient centric care
- Better patient outcomes

COURSE OVERVIEW

Graduates

Are qualified to perform delegated clinical tasks within their scope of practice, under indirect supervision.

Suitable

For health receptionists or health administrators that are working in a health practice or medical setting, wishing to expand their skills into a clinical arena.

Qualification

23 units of competency, over 12-18 months. Delivered in 3 distinct study terms. Nationally accredited AQF level 4.

Study commitment

Face to Face: 3 days First Aid Training + 4 days Clinical Training. 5-6 Hours per week self-directed study.

Fees

\$7990 (Government funding may be available in your State). (Traineeships may be available in your state – working 3 months or less in your full-time employed role, or if part time employed – 12 months or less).

Delivery and Assessment

The following first aid units in the Certificate IV in Medical Practice Assisting (HLT47715) are sub-contracted to an approved third party provider in each state:

- HLTAID003 Provide first aid
- HLTAID006 Provide advanced first aid
- HLTAID008 Manage first aid services and resources.

Please contact a member of the program for details relating to your location.

COURSE SCHEDULE

Term One	Term Two	Term Three	First Aid*
HLTHPS005 Handle medical specimens	#HLTHPS001 Take clinical measurements	CHCCOM005 Communicate and work in health or community services	#HLTAID008 Manage first aid services and resources
HLTHPS003 Maintain medication stocks	#HLTINF002 Process reusable medical devices and equipment	BSBINM401 Implement workplace information system	#HLTAID003 Provide first aid
HLTADM003 Facilitate a coordinated approach to client care	#HLTCAR001 Perform electrocardiography (ECG)	BSBFLM309 Support continuous improvement systems and processes	#HLTAID006 Provide advanced first aid
CHCDIV001 Work with diverse people	#HLTINF001 Comply with infection prevention and control policies	BSBMED303 Maintain patient records	
CHCLEG001 Work legally and ethically	#HLTAAP002 Confirm physical health status	BSBMED301 Interpret and apply medical terminology appropriately	
BSBADM307 Organise Schedule	#HLTHPS002 Support health professional in the delivery of care	CHCCS020 Respond to behaviours of concern	
	HLTWHS003 Maintain work health and safety	BSBMED302 Prepare and process medical accounts	

Workshop units * Workshops to be scheduled at a mutually convenient date



I appreciate the flexibility of the Online course structure, being able to work F/T and study. I have really enjoyed the workshop class time, interaction, discussion and building relationships whilst all learning together.

- MPA GRADUATE & NSW Vocational Student of the year 2019 - Health Industry, , Liz Grist