

## HLT52007 Diploma of Practice Management

This qualification covers workers who undertake a range of functions requiring application of knowledge and skills to achieve results in line with the organisation/business's goals and strategic direction. These workers manage the operations and promotion of professional practices in the health sector.

Graduates learn a high level of business management, and may call themselves any of the following occupational titles:

- Practice manager
- Business manager
- Program manager
- Service manager

*Prerequisites:* There are no prerequisites for this course, however students who have completed other courses at VCHE will have exemptions.

*Length of Course:* 2 terms of 9 weeks each.

*Delivery of Content:* The student can be enrolled:

- full-time day
- part-time day
- part-time night
- on-line (theory only)

*RPL and Credit Transfer:* Students are encouraged to apply for Recognition of Prior Learning based on formal learning or work history. Those with First Aid, Communication and OH&S knowledge are usually exempted from these subjects. For more information, see [insert link].

Students with the common units receive an automatic credit transfer and deduction in fees.

16 competency units are required for award of this qualification, comprising of 16 units
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### Compulsory units

HLTHIR505B	Provide leadership in promoting effective work practices in health
HLTOHS300A	Contribute to OHS processes
HLTOHS500A	Manage OHS processes
HLTIN403B	Implement and monitor infection control policy and procedures
BSBFLM503B	Manage effective workplace relationships
HLTHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTPM501A	Manage in a health care business
HLTPM502A	Manage health billing and accounting system
BSBMED301A	Use advanced medical terminology

### Management

BSBFLM505B	Manage operational plan
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BSBFLM507B	Manage quality customer service
BSBFLM514A	Manage people
BSBMGT609A	Manage risk
CHCPOL4A	Develop and implement policy

**Practice promotion**

BSBADV504A	Create advertisements
BSBADV507A	Develop a media plan