

Diploma of Practice Management

HLT57715



The **Diploma of Practice Management** is valuable for employees who perform a range of functions in health and dental practices, and require the knowledge and skills necessary to achieve business results in line with an organisation's goals and strategic direction.

Participants will learn how to work with diverse people, how to lead and manage a team effectively, manage legal and ethical compliance, health billing and accounting systems, infection control, WHS, customer service, finance and medical terminology.

The program is designed to improve the skills and knowledge of employees so they can become proactive and innovative contributors to a dental practice.

POTENTIAL CAREER OPPORTUNITIES

- Practice Manager
- Business Manager
- Program Manager
- Service Manager

ENTRY REQUIREMENTS

- Students must have computer literacy skills
- Access to a computer, the Internet and an active email address
- Have the required language, literacy and numeracy skills of Diploma level
- Capacity to complete the assessment items within the required timeframes

It is also strongly recommended that individuals gain industry experience prior to entering the course.

Other entry requirements may be requested if you choose to access VET FEE-HELP* through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*.

COURSE PAYMENT OPTIONS

Our Diplomas come with a range of different payment options to suit your lifestyle and budget. You can choose to pay for this course upfront or access one of our installment plans. VET FEE-HELP* is also available on this course through our partner Registered Training Organisation, the Australian Institute of Personal Trainers (RTO ID: 32363)*. To discuss what option would suit you best please speak to one of our Careers Advisors.

COURSE DELIVERY

- Online - 12 months
- Delivered in a flexible learning environment designed to suit you, our fully accredited course material is accessible anywhere and anytime, ready for completion at your own pace through our bespoke e-learning management system.

COURSE UNITS

Unit Code	Unit Name
BSBWOR501	Manage personal work priorities and professional development
BSBCUS501	Manage quality customer service
BSBRSK501	Manage risk
BSBADM502	Manage meetings
BSBWOR502	Lead and manage team effectiveness
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM501	Manage human resource services
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBMED301	Interpret and apply medical terminology appropriately
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTINFO03	Implement and monitor infection prevention control policies and procedures
HLTADM004	Manage health billing and accounting system
HLTWHS004	Manage work health and safety

For more information visit www.foundationeducation.edu.au

Foundation Education Pty. Ltd. ABN 60 147 702 725 RTO Number 22557. *VET FEE-HELP is an Australian Government Student Loan Scheme, which can be used to help you pay for your tuition fees. Eligibility criteria apply. *If you enrol in a Diploma course with VET FEE-HELP you will automatically become a student of the Australian Institute of Personal Trainers and are subject to their Terms and Conditions.

Skills Certified Australia
CALL 1300 943 559

info@skillscertified.com.au (general enquiries)
enrol@skillscertified.com.au (enrolments)
www.skillscertified.com.au

