COLLEGE AUSTRALIA

Learn for Life

# HLT57715 Diploma of Practice Management

This qualification reflects the role of business or practice managers who manage the operation of small to medium sized health practices.

**Duration:**
12 - 24 months

**Method:**
Online, RPL

**Payment:**
Upfront,
Payment Plan

**Funding:**
N/A

## What can I expect?

Grow into a key leadership role in healthcare with the knowledge and confidence to manage people, systems, and service delivery.

The Diploma of Practice Management strengthens your ability to guide teams, support practice operations, and maintain quality standards across a busy medical environment.

This qualification is ideal for those overseeing staff and coordinating daily tasks. It covers planning, compliance, patient service standards, and operational problem-solving to keep health practices running smoothly.

## Career Pathway Potential

- **Practice Manager**
- **Health & Welfare Services Manager**
- **Medical Administrator**
- **Medical Practice Management**

## Qualification Structure

**Total Number of Units: 15**

- **10 Core Units**
- **5 Elective units**

Nationally Recognised Training

# Core Units:

**CHCDIV001**
Work with diverse people

**CHCLEG003**
Manage legal and ethical compliance

**HLTADM004**
Manage health billing and accounting system

**HLTINF007**
Implement and monitor infection prevention and control standards, policies & procedures

**HLTWHS004**
Manage work health and safety

**BSBCUS501**
Manage quality customer service

**BSBFIM501**
Manage budgets and financial plans

**BSBMED301**
Interpret and apply medial terminology appropriately

**BSBMGT502**
Manage people performance

**BSBRSK501**
Manage risk

# Elective Units:

You may select up to 5 elective units from the list below. An Educator will be able to assist you with your elective unit selection.

**CHCPRP003**
Reflect on and improve own professional practice

**BSBTWK503**
Manage meetings

**BSBSTR502**
Facilitate continuous improvement

**BSBTWK502**
Manage team effectiveness

**BSBOPS502**
Manage business operational plans

**BSBHRM413**
Support the learning and development of teams and individuals

**BSBSTR401**
Promote innovation in team environments

**Workplace Requirement**

Not applicable

**Entry Requirements:**

Not applicable

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Visit our website ca.edu.au or call us on 07 3255 0506 for more information and current pricing. All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice. V25.0

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