



# Course Brochure

(For Offshore Students)

HLT57715 – Diploma of

# Practice Management

## Accreditations:



# Course Overview

HLT57715 – Diploma of Practice Management is designed for business or practice managers who oversee the operations of small to medium-sized health practices. It provides the skills and knowledge required to effectively manage healthcare services, ensuring smooth and efficient operations.

At the time of publication, there are no licensing, legislative, regulatory, or certification requirements associated with this qualification.

## Course Details



Duration: **12 Months**



AQF Level: **5**



Course Delivery: **Blended**



**Flexible Online classes**



**Online and On-campus Simulation based assessments**



**Guaranteed 16 hours of Professional Experience Placement (PEP)**



Delivery location

**IHNA India (Kochi)**

## Possible Career Outcomes

After the successful completion of the program the candidates may gain employment as Practice Managers in such settings as Medical Centre's, Dental Clinics, Chiropractic Clinics, Podiatry Clinics, Kindergartens, Maternal Health Care Centre's, and other community Health Care settings. Occupational titles may include:

Practice Manager

Business Manager

Program Manager

Service Manager



## Core Units

CHCLEG003	Manage legal and ethical compliance
CHCDIV001	Work with diverse people
BSBMED301	Interpret and apply medical terminology appropriately
HLTWHS004	Manage work health and safety
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
HLTINF003	Implement and monitor infection prevention control policies and procedures
BSBMGT502	Manage people performance
HLTADM004	Manage health billing and accounting system
BSBRISK501	Manage Risks

## Elective Units

BSBINM501	Manage an information or knowledge management system
HLTAID011	Provide first aid
BSBMGT516	Facilitate continuous improvement
BSBADM502	Manage Meetings
BSBWOR502	Lead and manage team effectiveness



### Digital literacy

- Basic computer skills.
- Having own computer (desktop or laptop) to facilitate the training and assessment.

### Professional Experience Placement (PEP)

- Professional Experience Placement (PEP) is an essential component of some of the units of this qualification. Students will commence the 16 hours of placement (PEP) upon completing all theory assessments including simulation-based assessments (SBA). During the PEP, students will apply the required essential knowledge and skills to demonstrate competency for each unit of this qualification.
- Each student will work in pairs with a buddy staff member under the supervision of the workplace supervisor at the PEP facility.
- An IHNA trainer and assessor will monitor the student's progress during the PEP. All PEPs are arranged by IHNA. Students may arrange PEP by themselves if preferred, as agreed with and in consultation with, the course coordinator.

*Note: Where a student breaches the PEP requirements as stated in the Entry Requirements, they could be excluded from their PEP. IHNA will not be responsible for any such exclusion.*

## Entry Requirements

There are no formal entry requirements for this course.

### IHNA Admission Requirements

- 18 years of age and above at the time of commencement of the course\* #
- Successful completion of Year 12.

*\*Mature age students (22+) may also be considered without the minimum education requirements. Each case will be reviewed individually to ascertain the capacity of the applicant to meet course requirements.*

*#Students below 18 years of age should have consent from their parents prior to getting enrolment in any courses.*

### Language, Literacy, Numeracy and Digital (LLND)

All students are required to complete IHNA's LLND test to ensure their readiness for the course and are encouraged to have basic computer skills to enhance their learning experience.



# How to Enrol

## Online

Submit your application through our website  
[www.ihnaindia.com](http://www.ihnaindia.com)

## Email

Send an email to  
[enquiry@ihnaindia.com](mailto:enquiry@ihnaindia.com)

## Face to face

### Address

### IHNA India (Kochi)

37/1989 A, Bhattathiripad Road, Kaloor,  
Kochi - 682 017, India



Scan or Click



Click to Location

Appointments are available by contacting us through our contact number : 1800 309 9995

You can speak to our admissions consultant if you are unsure about the process.

**Contact : 999 522 5511**

## Offshore Students

Click or Scan Visit our website and fee details

[Click Here](#)



**IHNA**  
Australia

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## Institute of Health & Nursing Australia

### Delivery Locations:

**IHNA India (Kochi)**

**Melbourne | Perth | Sydney | Brisbane**



**+91 999 522 5511**



**[enquiry@ihnaindia.com](mailto:enquiry@ihnaindia.com)**



**[www.ihnaindia.com](http://www.ihnaindia.com)**

Disclaimer: All details on this flyer are accurate on date of publication. Please contact us for more details. IHNA reserves the right to alter any course, procedure or fees. Please refer to IHNA policies & procedures for more information on IHNA website.

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**RTO ID: 21985 | CRICOS Provider Code: 03386G | ACN: 106 800 944 | ABN: 59 106 800 944**

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