

Expressions of Interest AMS / ACCHO



Expressions of Interest are sought from Aboriginal Medical Services (AMS) / Aboriginal Community Controlled Health Organisations (ACCHO) staff within the GP Synergy NSW and ACT network for GP Synergy and OTEN, TAFE **NSW Diploma of Practice Management** for Aboriginal Medical Services.

Customised delivery

A nationally recognised qualification, the Diploma of Practice Management, is offered as a customised training program for Aboriginal Medical Service (AMS) personnel. It is delivered by OTEN (Open Training and Education Network), Western Sydney Institute TAFE NSW, in partnership with GP Synergy for AMS staff within the GP Synergy NSW and ACT network.

Nationally recognised diploma

This course has been designed to reflect the packaging requirements for the Diploma of Practice Management (national code HLT57715) under the Health Services Training Package (HLT). This indicates that the course is accredited and nationally recognised. Students who successfully complete this course will receive the Diploma of Practice Management.

About the offer

Funding and support

Costs incurred are fully funded and managed by GP Synergy including:

- Course fees and materials
- Travel and accommodation to and from associated events

NOTE: Travel and accommodation arrangements will be managed by GP Synergy in accordance with GP Synergy policy.

Eligibility

This offer is only available to relevant staff of NSW and ACT Aboriginal Medical Services. Staff of AMS services outside NSW and ACT may be considered on request subject to availability of places and the applicant's own funding and support arrangements.

Suitable candidates

This customised training program has been developed to meet the needs of health care workers in AMS in areas of Practice Management, and offers health workers the opportunity to gain a formal qualification in Practice Management.

This qualification covers workers who undertake a range of responsibilities requiring application of knowledge and skills to achieve results in line with an organisation's business goals and strategic direction. These workers manage the operations and promotion of professional practices in the health sector. This Diploma is suitable for workers in positions such as Practice Manager, Service Manager, Nursing Unit Manager, Business Manager, Program Manager. There are no entry requirements for applicants although places are limited.

Candidate applications:

- Candidates should be nominated by their employing AMS CEO (Chief Executive Officer).
- The completed application pack should be accompanied by a letter of support from the AMS CEO acknowledging support of 10 days release time to travel to Sydney for the required face-to-face delivery.
- Applications from suitable applicants from AMS services which have previously/currently or planning to accommodate GP Registrar placement within the GP Synergy NSW and ACT network will be highly regarded.



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About the course

Competency development

Graduates of this course will be able to:

- Interact with staff to provide care and support to patients in both the surgery and office contexts.
- Demonstrate knowledge of health services and practice management
- Perform practice office procedures and abide by legal requirements where applicable.
- Engage in work within an AMS health care environment.

Elements of this training include:

- Compulsory 10 days of face-to-face teaching in Sydney.
- Study block dates:
 - 12 and 13 May 2016 (Thursday and Friday)
 - 19 to 22 July 2106 (Tuesday to Friday)
 - 18 to 21 Oct 2016 (Tuesday to Friday)
- A report on each learner's progress will be sent to GP Synergy after each workshop and a final report will be sent on course completion.

- Information from these reports will be shared with the individual learner's supporting organisation's CEO.
- An Individual Learning Program will be developed for each student after orientation with an OTEN teacher. This will identify each student's learning needs.
- Fortnightly live webinar sessions using a virtual classroom will be offered.
- Diploma of Practice Management testamur to each student on successful completion.

Recognition of Previous Learning (RPL) and Current Experience

OTEN recognises each student's previous academic learning and current or past work experience which means that RPL / credit transfers may be granted for units of competency. Please note that attendance at the 10 day face-to-face is compulsory regardless of what RPL / credit transfers are granted.

Course Structure

Unit Type	Unit Number	Unit Name
Core	BSBCUS501	Manage quality customer service
Core	BSBFIM501	Manage budgets and financial plans
Core	BSBMED301	Interpret and apply medical terminology appropriately
Core	BSBMGT502	Manage people performance
Core	BSBRISK501	Manage risk
Core	CHCDIV001	Work with diverse people
Core	CHCLEG003	Manage legal and ethical compliance
Core	HLTADM004	Manage health billing and accounting system
Core	HLTINF003	Implement and monitor infection prevention control policies and procedures
Core	HLTWHS004	Manage work health and safety
Elective	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
Elective	BSBHRM506	Manage recruitment selection and induction processes
Elective	BSBHRM507	Manage separation or termination
Elective	BSBHRM512	Develop and manage performance management processes
Elective	BSBMGT517	Manage operational plan.

Note: The training package rules for the qualification HLT57715 require successful completion of 10 core units plus 5 elective units.

