

## HLT43307 Certificate IV in Medical Practice Assisting

This qualification provides the knowledge and skills needed to assist in a medical practice under supervision by and in the context of a consultation being conducted by a medical practitioner.

A medical assistant may work under the supervision of a health care professional other than a medical practitioner, but this should only occur where:

- the health care professional is in the same practice as the medical practitioner and
- the medical practitioner has agreed to the other health professional providing the supervision.

The medical assisting work role includes a broad range of administrative functions, identified tasks of a clinical assisting nature and, where appropriate, provision of client support and guidance in relation to identified treatment issues as per instruction from the health care practitioner.

This qualification is suited to Australian Apprenticeships pathways.

Occupational title for these workers is:

- Medical assistant

### PACKAGING RULES

25 competency units are required for this qualification, including:

- 22 compulsory units
- 3 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification
- Competency units available at Certificate IV level or higher in the Health and/or Community Services Training Packages
- A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate IV (or higher)

### Compulsory units

- [HLTHIR301A](#) [Communicate and work effectively in health](#)
- [HLTIN301A](#) [Comply with infection control policies and procedures in health work](#)
- [HLTIN302A](#) [Process reusable instruments and equipment in health work](#)
- [HLTFA301B](#) [Apply first aid](#)
- [BSBMED301A](#) [Use advanced medical terminology](#)
- [HLTHIR506B](#) [Implement and monitor compliance with legal and ethical requirements](#)
- [HLTMAMP401A](#) [Assist with clinical measurements in a medical practice](#)
- [HLTMAMP402A](#) [Assist with clinical procedures in a medical practice](#)
- [HLTMAMP404A](#) [Maintain medication stocks in a medical practice](#)
- [HLTMAMP405A](#) [Coordinate effective functioning of a medical practice](#)
- [HLTMAMP406A](#) [Manage emergency clients in a medical practice](#)

- [HLTAMP407A Facilitate a coordinated approach to client care](#)
- [HLTAMP408A Administer the information management system of a medical practice](#)
- [HLTAMP409A Handle specimens in a medical practice](#)
- [BSBMED303A Maintain patient records](#)
- [HLTOHS300A Contribute to OHS processes](#)
- [HLTCOM407A Provide reception services for a practice](#)
- [HLTAP401A Confirm physical health status](#)
- [HLTHIR404B Work effectively with Aboriginal and Torres Strait Islander people](#)
- [HLTHIR403B Work effectively with culturally diverse clients and co-workers](#)
- [BSBMED302A Prepare and process medical accounts](#)
- [HLTCSD306B Respond effectively to difficult or challenging behaviour](#)

### **Electives**

The following sample groups of electives are provided. Electives may be selected in line with the Packaging Rules.

- [BSBMED401A Manage patient record-keeping system](#)
- [HLTFA402B Apply advanced first aid](#)
- [BSBCM306A Produce business documents](#)
- [HLTSTE301B Clean reusable medical equipment](#)
- [HLTOHS400A Maintain OHS processes](#)