



LEARN WITH US

DUAL QUALIFICATION DIPLOMA OF PRACTICE MANAGEMENT & DIPLOMA OF COMPETITIVE SYSTEMS AND PRACTICES

This Dual Qualification Diploma of Practice Management (HLT57715) and Diploma of Competitive Systems and Practices (MSS50316) is suitable for staff who are managing teams and operations of small to medium sized health practices. Topics include managing quality customer service, reflect and improve own professional practice, and manage work health and safety to name a few. This course is designed to equip you with the skills required to negotiate risks, apply medical terminology correctly and confidently manage people performance. You will be taught effective leadership skills and how to best manage teams.





DIPLOMA OF PRACTICE MANAGEMENT UNITS

Core Units:

BSBCUS501 Manage quality customer service
HLTWHS004 Manage work health and safety
CHCLEG003 Manage legal and ethical compliance
BSBR501 Manage Risk
CHCDIV001 Work with diverse people
HLTADM004 Manage Health billing and accounting system
BSBMED301 Interpret and apply medical terminology appropriately
BSBWOR501 Manage personal work priorities and professional development
BSBMGT502 Manage People Performance
HLTINF003 Implement and monitor infection prevention and control policies and procedures

Elective Units:

CHCPRP003 Reflect and improve own professional practice
BSBFIM501 Manage budgets and financial plans
HLTINF001 Comply with infection prevention and control policies and procedures
BSBADM502 Manage Meetings
BSBMGT516 Facilitate continuous improvement
BSBPMG522 Undertake project work
BSBMGT403 Implement continuous improvement

DIPLOMA OF COMPETITIVE SYSTEMS AND PRACTICES UNITS

Core Units:

MSMENV472 Implement and monitor environmentally sustainable work practices
MSS405001 Develop competitive systems and practices for an organisation
MSS405013 Facilitate holistic culture improvement in an organisation

Elective Units:

MSS405002 Analyse and map a value stream
MSS405003 Manage a value stream
MSS405061 Determine and establish information collection requirements and processes
MSS402051 Apply Quality Standards
MSS402080 Undertake root cause analysis
MSS403030 Improve Cost Factors in work practices
MSS405030 Optimise cost of a product or service
MSS405031 Undertake value analysis of product or process costs in terms of customer requirements
MSS403033 Map an operational process
MSS403040 Facilitate and improve implementation of 5S
MSS403035 Implement the visual workplace
MSS403041 Facilitate breakthrough improvements
MSS403010 Facilitate change in an organisation implementing competitive systems and practices
MSS403013 Lead team culture improvement
MSS403011 Facilitate implementation of competitive systems and practices
MSS405004 Develop business plans in an organisation implementing competitive systems and practices
MSS405005 Manage competitive systems and practices responding to individual and unique customer orders
MSS405007 Introduce competitive systems and practices to a small or medium enterprise
MSS405041 Implement improvement systems in an organisation
MSS403001 Review competitive systems and practices
MSS403002 Ensure process improvements are sustained
MSS405040 Manage 5S system in an organisation



YOU WILL LEARN

- Frontline management skills
- Effective leadership skills
- How to manage people performance
- Change management tools
- How to undertake project work

CAREER OPTIONS

- Nursing Unit Manager
- Business Manager
- Program Manager

PATHWAYS

After achieving this dual qualification, students may choose to study the following qualifications:

- Advanced Diploma of Competitive Systems and Practices (MSS60316)
- Advanced Diploma of Community Sector Management (CHC62015)

COURSE DETAILS

Recognition: Nationally accredited training

Vative Healthcare prerequisites: Certificate IV in Aged Care or equivalent

Course Duration: 12 months (minimum of one day of training per month)

Study mode: Work Place Based Delivery

Assessment: Assignments and projects

Payment Options: Payment Options: Skills First funding available for eligible students (criteria apply, please contact us for more details) or \$7,300 for non funded students.

To find out more, contact us using the details below or speak to your organisation.



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