

HLT37315 Certificate III in Health Administration

Program Description

This program is designed to equip individuals with the competencies required for administrative roles within SWSLHD. Participants are trained to adhere to established routines and protocols, managing their responsibilities autonomously while under broad supervision. The qualification emphasises the development of an integrated skill set that includes effective communication, superior customer service, and proficient technical abilities. The program fosters the use of discernment and sound judgment, enabling participants to adapt their competencies to diverse scenarios effectively.

The qualification includes the following 13 Units of Competency (UOC)

UOC Code and Title
BSBMED301 Interpret and apply medical terminology appropriately
HLTWHS001 Participate in workplace health and safety
HLTINF006 Apply basic principles and practices of infection prevention and control
CHCCOM005 Communicate and work in health or community services
CHCDIV001 Work with diverse people
BSBINN201 Contribute to workplace innovation
BSBFLM309 Support continuous improvement systems and processes
BSBCUS301 Deliver and monitor a service to customers
BSBINS302 Organise workplace information
BSBINS307 Retrieve information from records
BSBPEF201 Support personal wellbeing in the workplace
BSBPEF301 Organise personal work priorities and development
BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

Program Duration

The program duration is twelve (12) months, which includes 8 face to face workshop days scheduled over the 12 months.

Start Date: 11 April 2024

End Date: 06 February 2024

Venue: Macarthur Clinical School,
Campbelltown

NSW Government Funding

Places in this course MAY be subsidised by the NSW Government. If you are successful in receiving a subsidised place, you will be notified. Any administration fees for subsidised places may be covered by your employer, SWSLHD. For more information regarding government subsidy please contact your course Coordinator or Administration Office.

Application: This has two steps:

STEP 1: Apply through MHL.

1. Apply for the course through My Health Learning (MHL). Code HLT37315. Manager approval is required.
2. **DEADLINE: 11 March 2024.** Applications will not be accepted after this date.

STEP 2: Expression of Interest (EOI)

1. After your application is acknowledged by EODS, you will receive an EOI form.
2. Complete the EOI form with the required information and submit it for review.
3. EOI forms will be evaluated after the submission deadline.
4. **DEADLINE: 22 March 2024.**

Please adhere to the deadlines specified to ensure your application is considered for the course.

For further information please email:

Education and Organisational Development Service (EODS)

SWSLHD-EducationOD@health.nsw.gov.au