



Australian Government

Department of Education, Employment and Workplace Relations

HLT40407 Certificate IV in Health Supervision

Release: 1

HLT40407 Certificate IV in Health Supervision

Modification History

Not Applicable

Description

This qualification covers workers in the role of a supervisor or senior workplace trainer in a functional or operational unit/service in a healthcare setting providing health support services, health technical services, health care services, health professional support services and health administration services.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles for these workers may include:

- Supervisor
- Assistant manager

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core units
- 9 elective units
 - Group A electives which are recommended for culturally aware and respectful practice
 - Other relevant electives listed below
 - Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages
 - Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the NTIS or other public listing

Core units

BSBMED301B Interpret and apply medical terminology appropriately

BSBWOR402A Promote team effectiveness

HLTHIR506C Implement and monitor compliance with legal and ethical requirements

HLTIN403C Implement and monitor infection control policy and procedures (Note pre-requ: HLTIN301C)

HLTOHS300B Contribute to OHS processes

HLTSUP401B Supervise in a health setting

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group A electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with the specified Packaging Rules. Employers may specify that certain electives are required to address identified workplace needs. The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups.

Management/supervision

<u>BSBHRM402A</u>	<u>Recruit, select and induct staff</u>
<u>BSBLED401A</u>	<u>Develop teams and individuals</u>
<u>BSBMED305B</u>	<u>Apply the principles of confidentiality, privacy and security within the medical environment</u>
<u>BSBMGT402A</u>	<u>Implement operational plan</u>
<u>BSBMGT403A</u>	<u>Implement continuous improvement</u>
<u>BSBPMG510A</u>	<u>Manage projects</u>
<u>BSBRSK401A</u>	<u>Identify risk and apply risk management processes</u>
<u>BSBSUS501A</u>	<u>Develop workplace policy and procedures for sustainability</u>
<u>BSBWOR401A</u>	<u>Establish effective workplace relationships</u>
<u>BSBWOR404B</u>	<u>Develop work priorities</u>
<u>CHCCS401B</u>	<u>Facilitate responsible behaviour</u>
<u>HLTCSD306C</u>	<u>Respond effectively to difficult or challenging behaviour</u>
<u>SITXHRM003A</u>	<u>Roster staff</u>

Performance

<u>BSBMGT403A</u>	<u>Implement continuous improvement</u>
<u>CHCORG428A</u>	<u>Reflect on and improve own professional practice</u>
<u>HLTAMBPD401C</u>	<u>Manage personal stressors in the work environment</u>

Training and development

<u>CHCCS427A</u>	<u>Facilitate adult learning and development</u>
<u>CHCORG627B</u>	<u>Provide mentoring support to colleagues</u>
<u>TAEASS401A</u>	<u>Plan assessment activities and processes</u>
<u>TAEASS402A</u>	<u>Assess competence</u>
<u>TAEDEL401A</u>	<u>Plan, organise and deliver group-based learning</u>
<u>TAEDEL402A</u>	<u>Plan, organise and facilitate learning in the workplace</u>

Unit Grid

BSBHRM402A Recruit, select and induct staff
 BSBLED401A Develop teams and individuals
 BSBMED301B Interpret and apply medical terminology appropriately
 BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment
 BSBMGT402A Implement operational plan
 BSBMGT403A Implement continuous improvement
 BSBPMG510A Manage projects
 BSBRSK401A Identify risk and apply risk management processes
 BSBSUS501A Develop workplace policy and procedures for sustainability
 BSBWOR401A Establish effective workplace relationships
 BSBWOR402A Promote team effectiveness
 BSBWOR404B Develop work priorities
 CHCCS401B Facilitate responsible behaviour

CHCCS427A Facilitate adult learning and development
CHCORG428A Reflect on and improve own professional practice
CHCORG627B Provide mentoring support to colleagues
HLTAMBPD401C Manage personal stressors in the work environment
HLTCSD306C Respond effectively to difficult or challenging behaviour
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR506C Implement and monitor compliance with legal and ethical requirements
HLTIN301C Comply with infection control policies and procedures
HLTIN403C Implement and monitor infection control policy and procedures
HLTOHS300B Contribute to OHS processes
HLTSUP401B Supervise in a health setting
SITXHRM003A Roster staff
TAEASS401A Plan assessment activities and processes
TAEASS402A Assess competence
TAEDEL401A Plan, organise and deliver group-based learning
TAEDEL402A Plan, organise and facilitate learning in the workplace