

HLT37315 Certificate III in Health Administration



Why should I enrol?

This 10 month program enables participants to acquire skills that are critical for administrative roles within a health setting. Through the workshops you will develop skills in medical terminology, work health safety, workplace relationships, customer service and communication skills. Students who successfully complete this program will be awarded a Nationally Recognised Qualification that can help advance their administrative careers.

Target Audience

Applicants must meet the following criteria to be offered a place in the qualification:

- * Be an existing NSW Health employee
- * This includes Clinical Support Officers, General Administration Officers who are working in a wide range of contexts within health.
- * Must complete a Language Literacy and Numeracy assessment prior to acceptance.
- * Complete an Expression of Interest (EOI) application form. This must be signed by manager.
- * Other aspiring staff who want to move to Administration roles are also encouraged to apply for this qualification. Approvals from the workplace manager and the program coordinator are required.

Student Requirements

You will be required to complete 12 full day workshops (face to face or virtually). Face to face workshops will be held at the Rozelle CEWD campus. All students are required to complete session workbooks that will assess essential knowledge and skills.

Support Provided to Students

All students will be provided with support from the program coordinator and their own supervisors, who will need to authorise attendance and verify workplace performance.

For more information about any aspect of this program, please refer to the Program Guide, which is available on the CEWD website at <https://www.slhd.nsw.gov.au/cewd/>

Units covered in the Program

Core

- CHCCOM005 Communicate and work in health services
- CHCDIV001 Work with diverse people
- HLTINF001 Comply with infection prevention and control policies and procedures
- HLTWHS001 Participate in workplace health and safety
- BSBMED301 Interpret and apply medical terminology appropriately

Elective

- BSBFML309 Support continuous improvement systems & processes
- BSBINM301 Organise workplace information BSBINN201 Contribute to workplace innovation
- BSBRKG303 Retrieve information from records
- BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment
- BSBCUS301 Deliver and monitor a service to customers
- BSBWRT311 Write simple documents
- BSBPFE301 Organise personal work priorities

Application Process

Complete an EOI form and send to the course co-ordinator. Please note: positions in the qualification will not be offered until the EOI has closed. Your manager must sign the EOI.

Cost

This program is available free of charge for SLHD employees. Fees may apply for external applicants. Please contact CEWD for more information.

Commencement Details for 2022

Applications close: 04/03/2022

Program commences: 18/03/2022

To find out more about this great opportunity, please contact:

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Centre for Education
and Workforce Development