

Course Outline

Certificate IV in Health Supervision

Code: HLT40407



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.

Occupational titles for these workers may include:

- Supervisor
- Assistant manager

PACKAGING RULES

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

- 6 compulsory units
- 9 elective units

A wide range of elective units are 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

HLTHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTOHS300A	Contribute to OHS processes
HLTIN403B	Implement and monitor infection control policy and procedures
HLTSUP401A	Supervise in a health setting
BSBFLM412A	Promote team effectiveness
BSBMED201A	Use basic medical terminology

Elective units

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

Management/supervision

HLTHIR404B	Work effectively with Aboriginal and Torres Strait Islander people
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
BSBFLM403B	Implement effective workplace relationships
BSBFLM412A	Promote team effectiveness
BSBCMN404A	Develop teams and individuals
BSBHR402A	Recruit and select personnel
BSBFLM405B	Implement operational plan
BSBFLM409B	Implement continuous improvement
BSBCMN402A	Develop work priorities
BSBCMN419A	Manage projects
BSBCMN416A	Identify risk and apply risk management processes
BSBMED305A	Apply the principles of confidentiality, privacy and security within the medical environment
CHCCS401A	Facilitate cooperative behaviour
HLTCSD306B	Respond effectively to difficult or challenging behaviour

Performance

BSBFMLM409B Implement continuous improvement

Training and Development

TAADEL401A Plan and organise group-based delivery
TAADEL402A Facilitate group-based learning
TAADEL403A Facilitate individual learning
TAADEL404A Facilitate work-based learning
TAAASS401A Plan and organise assessment
TAAASS402A Assess competence

Delivery

On-site at your work place (Victoria & Tasmania)

Self paced Distance Learning

Further information

For any further information please contact State Enterprise Training on any of the following contacts:

Phone- 1300 739 320

Email – admin@setraining.com.au

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