

Certificate IV in Health Administration Training Package Product Update - Draft 2 Validation



SKILLSIQ

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Webinar



SkillsIQ Limited

- Not-for-profit organisation appointed by the Commonwealth Government as a Skills Service Organisation (SSO)
- Funded by the Commonwealth Department of Education, Skills and Employment to support 19 Industry Reference Committees (IRCs) in the 'people-facing' industries, including the Technicians Support Services IRC
- Develops national skills standards, to ensure skills are relevant for jobs in industry and to meet critical skills gaps and shortages
- Undertakes workforce development and research projects and is active in government strategy and policy development.

Key Players and Acronyms

Australian
Industry & Skills
Committee (AISC)

oversees
approval of
Training Package
Products

Industry
Reference
Committee (IRC)

oversees
development of
Training Package
Products

Technical
Advisory
Committee (TAC)

provides specialist
knowledge and
makes content
recommendations

Skills Service
Organisation
(SSO)

provides
technical and
engagement
support to IRCs

Our Industry Reference Committees

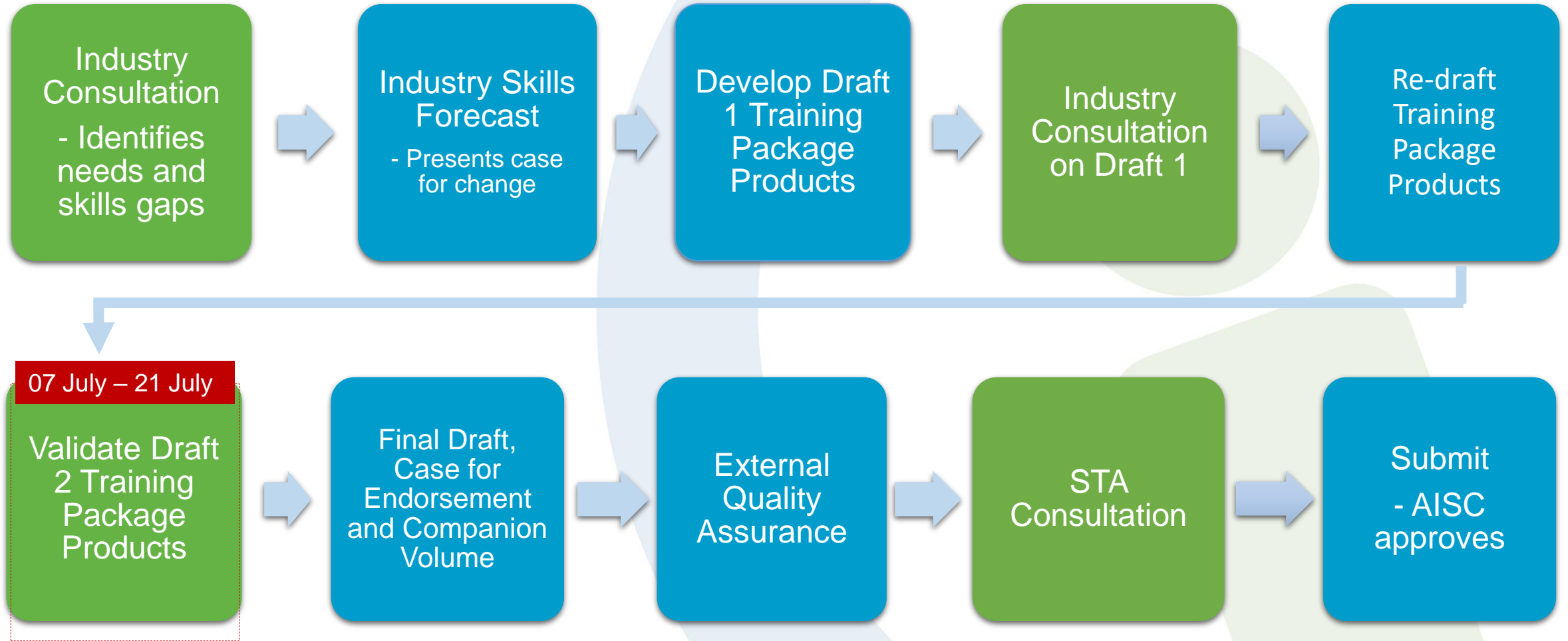
- Aboriginal and Torres Strait Islander Health Worker
- Aged Services
- Ambulance and Paramedic
- Children's Education and Care
- Client Services
- Community Sector and Development
- Complementary Health
- Dental
- Direct Client Care and Support
- Disability Support
- Enrolled Nursing
- First Aid
- Local Government
- Personal Services
- Public Sector
- Sport and Recreation
- Technicians Support Services
- Tourism, Travel and Hospitality
- Wholesale and Retail Services.



Session Outline

- Training Package Product Development Process
- Project Background
- Draft 2 Qualification
- Draft 2 Units of Competency
- Providing Feedback
- Next Steps

Stages of Review and Development of Training Packages



Project Background



Draft 1 - Key Changes

➤ National consultation on Draft 1 was open from 21 April 2021 to 19 May 2021.

➤ Draft 1 Qualification and Units of Competency were updated as follows:

- ❑ Packaging Rules – 15 Units to be completed
 - Core – the list of 10 core Units has been updated to better reflect the current skills and knowledge required by senior operational or team-leading roles in health administration
 - Electives – five Units to be chosen from the list of elective Units with relevance to different work tasks and contexts
- ❑ *HLTINF003 Implement and monitor infection prevention and control policies and procedures* has been included in the core
- ❑ *BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment* Unit has been included in the core
- ❑ All the Units of Competency from the BSB (Business Services) Training Package have been updated to include the current versions, as published on www.training.gov.au.
- ❑ Minor changes to Units of Competency made in terms of current industry terminology and to provide clarity.

Clinical Coding Units of Competency

Existing Administration Units

The following three existing Administration Units of Competency that formerly covered content on Clinical Coding have been removed from this Qualification as these Units have been superseded by Clinical Coding Units of Competency developed under the scope of the separate Clinical Coding project.

HLTADM005 Produce coded clinical data

HLTADM006 Undertake complex clinical coding

HLTADM007 Complete highly complex clinical coding

New Clinical Coding Units

These Clinical Coding Units can no longer be included in the *Certificate IV in Health Administration* because they now have mandatory Prerequisite Units which learners must attain before they can be undertaken.

HLTCCD006 Undertake basic clinical coding

HLTCCD007 Undertake moderately complex clinical coding

HLTCCD008 Undertake highly complex clinical coding.

Draft 2 - Key Changes

- National consultation on Draft 2 will be open from 07 July 2021 to 21 July 2021.
- Draft 2 Qualification and Units of Competency have been updated as follows:
 - ❑ Packaging Rules – 15 Units to be completed, packaging rules updated for flexible choice of electives.
 - *CHCLEG001 Work legally and ethically* has been added to the core and *BSBMED401 Manage patient record keeping system* has been moved to the elective list.
 - There has been no change to the total number of core Units.
 - Electives – The following Units of Competency have been added to the elective list:
 - *BSBPEF402 Develop personal work priorities*
 - *BSBSUS411 Implement and monitor environmentally sustainable work practices*
 - *HLTCCD001 Apply an understanding of the health care system to clinical coding practice*
 - *HLTCCD002 Interpret and navigate health care records*
 - *HLTINF001 Comply with infection prevention and control policies and procedures.*
 - ❑ All the Units of Competency from the BSB (Business Services) Training Package have been updated to include the current versions, as published on www.training.gov.au.
 - ❑ Minor changes to Units of Competency have been made in terms of current industry terminology and to provide clarity.

Draft 2 - Key Changes – Units of Competency

➤ Four Units of Competency have been updated in terms of:

- ☐ Unit Codes
 - ☐ Elements and Performance Criteria – updated based on feedback obtained from Draft 1 public consultation
 - ☐ Performance Evidence – updated to clarify requirements
 - ☐ Knowledge Evidence – updated to include current terminology.
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- ☐ A detailed summary of changes from Draft 1 to Draft 2 is available on pages 6–8 of the Draft 2 *Certificate IV in Health Administration* Validation Guide.
 - ☐ A detailed summary of changes from existing versions available on training.gov.au to Draft 2 is available on pages 12–13 of the Draft 2 *Certificate IV in Health Administration* Validation Guide.

Draft 2 - Updated Qualification

HLT47321 Certificate IV in Health Administration

CORE UNITS

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

CHCCOM005 Communicate and work in health or community services

CHCCCS020 Respond effectively to behaviours of concern

CHCDIV001 Work with diverse people

CHCLEG001 Work legally and ethically

HLTADM010 Facilitate a coordinated approach to client care

HLTADM011 Manage health billing and accounting system

HLTCCD003 Use medical terminology in health care

HLTINF003 Implement and monitor infection prevention and control policies and procedures

HLTWHS003 Maintain work health and safety

White = Imported Units, Purple = Updated Health Administration Units, Red = New Clinical Coding Unit

ELECTIVE UNITS

BSBAUD411 Participate in a quality audit

BSBFIA412 Report on financial activity

BSBHRM412 Support employee and industrial relations

BSBHRM413 Support the learning and development of teams and individuals

BSBHRM415 Coordinate recruitment and onboarding

BSBHRM417 Support human resources functions and processes

BSBINS402 Coordinate workplace information systems

BSBINS408 Provide information from and about records

BSBLDR414 Lead team effectiveness

BSBMED401 Manage patient record-keeping system

BSBOPS402 Coordinate business operational plans

BSBOPS404 Implement customer service strategies

BSBOPS504 Manage business risk

BSBPEF402 Develop personal work priorities

BSBSTR401 Promote innovation in team environments

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBSUS511 Develop workplace policies and procedures for sustainability

CHCPRP003 Reflect on and improve own professional practice

HLTADM008 Administer and coordinate Telehealth services

HLTADM009 Manage Telehealth technology

HLTCCD001 Apply an understanding of the health care system to clinical coding practice

HLTCCD002 Interpret and navigate health care records

HLTINF001 Comply with infection prevention and control policies and procedures.

Seeking Feedback from Industry Stakeholders on Draft 2 **Qualification - *Certificate IV in Health Administration***

- Does the Qualification provide a clear and accurate description of the skills outcomes of the Qualification?
- Are the Packaging Rules for the core composition of Units attainable at a Certificate IV level?

Existing and Draft 2 Units of Competency

The following **four existing** Health Administration Units of Competency have been updated in terms of content and Unit Codes:

- *HLTADM001 Administer and coordinate Telehealth services*
- *HLTADM002 Manage Telehealth technology*
- *HLTADM003 Facilitate a coordinated approach to client care*
- *HLTADM004 Manage health billing and accounting system*

The following **four Draft 2** Health Administration Units of Competency have been updated in terms of content and Unit Codes:

- *HLTADM008 Administer and coordinate Telehealth services*
- *HLTADM009 Manage Telehealth technology*
- *HLTADM010 Facilitate a coordinated approach to client care*
- *HLTADM011 Manage health billing and accounting system*

Seeking Feedback from Industry Stakeholders on Draft 2 Units of Competency

Overview

- Are all the draft Units required?
- Are there any essential Prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in Health Administration job roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?

Assessment Conditions

- Are the nominated environments appropriate?
- Are the statements clear? Would assessors understand what they must provide for assessment?

Draft 2 Validation Consultation

- Open until Wednesday, 21 July 2021
- Consultation activities include webinars and SkillsIQ's Online Feedback Forum
- Feedback to be considered by the Technicians Support Services IRC prior to Final Draft and Case for Endorsement.

<https://www.skillsiq.com.au/CurrentProjectsandCaseStudies>

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SkillsIQ's Online Feedback Forum

<https://www.skillsiq.com.au/FeedbackForum/FeedbackHome>



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Feedback Forum


The SkillsIQ Feedback Forum is a custom built tool designed to collect your feedback during the process of training package product development. Whether you are an employer, peak body or industry association, government body or regulator, employee association, training provider, or a student, we want to hear your views on proposed changes to the training packages that provide the skills and knowledge relating to your industry.

The Feedback Forum provides all stakeholders with the opportunity to provide detailed input on any aspect of proposed training package components (qualifications, units of competency and skill sets) during designated consultation periods.


READ MORE




CHC Community Services Training Package




HLT Health Training Package




LGA04 Local Government Training Package




PSP Public Sector Training Package




SIS Sport, Fitness and Recreation and SIS10 Sport, Fitness and Recreation Training Package




SIT Tourism, Travel and Hospitality Training Package




SIR Retail Services and SIR07 Retail Services Training Package



SHB Hairdressing and Beauty Services Training Package



SFL Floristry Training Package



SIF Funeral Services Training Package

QUESTIONS?



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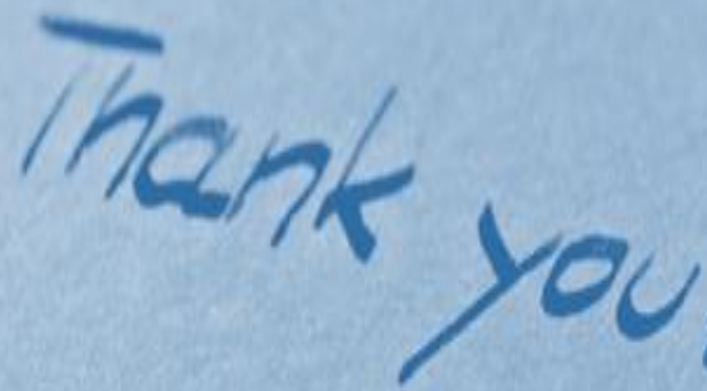
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Thank you