

QCOM

SUBJECT TITLE Unit 8 Practice Management

SUBJECT CODE QCOMPM

CAMPUS Diamond Valley

PREREQUISITES NIL

PARENT COURSE Certificate IV Shiatsu HLT 40202

SUBJECT AIMS

To give the student a sound understanding of the skills necessary to run a successful practice

LEARNING OUTCOMES

At the satisfactory completion of the subject it is expected that students will be able to:

- Understand the
 - i. Develop a sound business strategy
 - ii. Focus on goal setting
 - iii. Develop book keeping skills
 - iv. Understand the laws of running a health profession

- To have completed the criteria for the following units of the Australian Quality Training Framework
 - i. HLTCOM3A Manage a Practice
 - ii. HLTSHU4A Communicate effectively with clients/patients
 - iii. HLTCOM5A Administer a Practice
 - iv. HLTCOM6A Make referrals to other health care professionals when appropriate
 - v. HLTCOM7A Provide reception services for a practice
 - vi. HLTCOM8A Use specific terminology to communicate effectively with client/patients fellow workers and health professionals

CONTENT

The home study course guides the student through a series of exercises that develop skills required in effective business management in running a health care business .

METHODS OF TEACHING

Correspondence. And optional tutorials

REQUIRED READING

Text book supplied at commencement of the course together with handouts supplied at each session.

CLASS CONTACT

Optional tutorials.

ASSESSMENT

Written integration,