



HEALTH PRACTICE MANAGER

(ANZSCO Code: 512211)

Group C



About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Health Practice Managers organise and control the functions and resources of a health practice such as administrative systems and practice personnel.

Occupations considered suitable under this ANZSCO code:

- » Chiropractic Practice Manager
- » Dental Practice Manager
- » Medical Practice Manager
- » Physiotherapy Practice Manager

Occupations not considered under this ANZSCO code:

- » Veterinary Practice Manager is classified under 512299 Practice Managers nec (not elsewhere classified)

These occupations are classified elsewhere in ANZSCO.

Health Practice Manager is a VETASSESS Group C occupation.












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in one of four ways.



Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment						
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**			
1		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification methodology can apply to Group C occupations							
	Highly Relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level			
4	 +  Within last 5 years	+	N/A	+	N/A	+	

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



Qualification and employment criteria continued...

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment Outcome.

Qualification

AQF Diploma or higher*

This occupation requires a qualification in:

- » Practice Management/Professional Practice Leadership
- » Health Administration/Health Services Management
- » Business Administration/Management

Health disciplines which are relevant to the employment context may be considered on a case-by-case basis (if employment is highly relevant.)

*This includes qualifications assessed at AQF Diploma, Associate Degree, Bachelor, Graduate Diploma, Master and Doctoral level.

Employment

Highly relevant tasks include:

- » Contributing to the planning and review of office services, and setting priorities and office service standards;
- » Allocating human resources, space and equipment;
- » Assigning work to and monitoring work performance of staff;
- » Managing records and accounts of the practice;
- » Liaising with professionals to coordinate practice business and to facilitate resolution of problems;

- » Ensuring office equipment and supplies are maintained;
- » Ensuring compliance with occupational health and safety regulations;
- » Ensuring work complies with relevant government legislation, policies and procedures;
- » Coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision.

Employment information

Health Practice Managers work at the front line of healthcare in Australia. They manage and organise the administrative and staffing functions of health practices to ensure smooth delivery of business operations. They may be employed at GP and dental clinics and other allied health practices.

Supporting material for assessment

If you are nominating this managerial occupation, you must submit an organisational chart. An organisational chart should include the company letterhead, your job position and those of your superiors and subordinates as well as all positions reporting to your immediate supervisor and to your direct subordinates. If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

