VETASSESS

Information sheet

Health Practice Manager

ANZSCO: 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.
- 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.

*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.

GROUP C	Criteria for a positive Skills Assessment						
	Post-qualification Pathways						
	Minimum comparable Diploma or higher AQF level		**With highly relevant major field of study**		**Additional highly relevant qualifications**		**Highly relevant employment duration**
1	AQF	+		+	N/A	+	1 YEAR minimum
2	AQF	+	No highly relevant major	+	Minimum AQF Certificate IV level with highly relevant major	+	1 YEAR minimum
3	AQF	+	No highly relevant major	+	No additional highly relevant qualifications	+	2 YEARS minimum
	Pre-qualification Pathway						
	Highly Relevant employment duration						**Minimum comparable Diploma or higher AQF level**
4	3 YEARS minimum + 1 YEAR minimum (Within last 5 years)	+			With or without highly relevant major field of study	+	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C**. Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Qualification

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.

*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.

Employment information

Health Practice Managers work at the front line of healthcare in Australia. They manage and organize 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

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position 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.