VETASSESS

Information sheet

Primary Health Organisation Manager

ANZSCO: 134213 **Group A**

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

Primary Health Organisation Managers plan, organise, direct, control and coordinate a primary health organisation that provides a broad range of out-of-hospital health services.

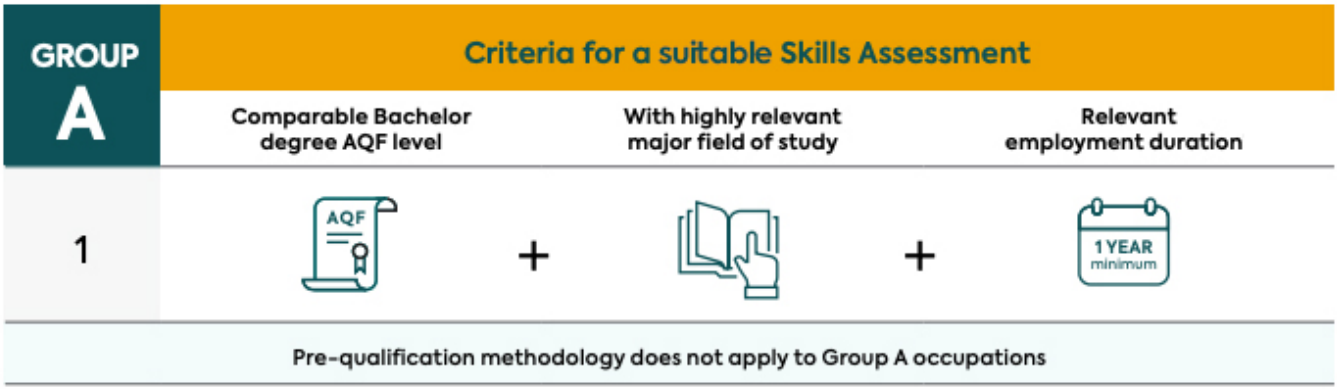
Occupations not considered under this ANZSCO code:

- Medical Administrator
- Health Practice Manager
- Health and Welfare Services Managers nec (not elsewhere classified)

These occupations are classified elsewhere in ANZSCO.

Primary Health Organisation Manager is a VETASSESS Group A occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher, in a field highly relevant to the nominated occupation.



The information below describes the available pathways for a Skills Assessment under**Group A**. Please note that in order to achieve a suitable 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) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF 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 assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher, in a field highly relevant to the nominated occupation.

Applicants must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

* This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

This occupation requires a qualification in:

- Medicine and other professional health disciplines
- Health Administration
- Health Services Management

Employment

Highly relevant tasks include:

- Developing, implementing and monitoring procedures, policies and standards for medical, nursing, allied health and administrative staff;
- Coordinating and administering health programs and clinical services;
- Liaising with other health providers, boards and funding bodies to discuss areas of health service cooperation and coordination;
- Advising government bodies about measures to improve health services and facilities;
- Providing overall direction and management for the service, facility, organisation or centre;
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums;
- Controlling selection, training and supervision of staff;
- Monitoring and evaluating resources devoted to health facilities and centres;
- Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services.

Employment information

Primary care is generally the first point of contact people have with the health system. It relates to the treatment of patients in the community, who have not been admitted to hospital.

A primary health organisation that provides a broad range of out-of-hospital health services is usually a larger facility that provides multidisciplinary health care. For example, it may be a community health service with multiple sites.

Managing a health practice, such as a medical centre/ GP clinic, or dental clinic, cannot be considered for Primary Health Organisation Manager. This role may be considered under another ANZSCO occupation, 512211 Health Practice Manager, which is also assessed by VETASSESS.

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.