

# Fully Funded Short Courses Now Available for Your Medical Practice

Apply now and you could get full fee funding for your short course!\*



To leverage this unique opportunity with Smart & Skilled NSW, UNE Partnerships has created nine short courses that will take your practice capability to new heights. Funding applications are limited so choose your short course and contact us today.

**Who should do this training?:** You must currently be working in a medical practice.

**Duration:** Students will have up to six months from the commencement date to complete course requirements.

**Fee:** UNE Partnerships is applying for funding under the NSW Smart and Skilled Program – \*there will be no course fees if the application is accepted.

**Delivery mode:** Online/distance learning.

**Please note:** Practices can nominate multiple candidates, but individuals can only enrol in one course at a time.

## Short courses

1. Achieve & lead change in your practice
2. Ensuring practice success
3. Your practice readiness program
4. Strategic practice transformation
5. Fundamentals of medical practice assisting
6. Leadership fundamentals
7. Introduction to project management for operational staff
8. Frontline project support
9. Lead the way - for “customer facing” personnel

See the next page for course details

# Short Courses

Course	Course detail
1. <b>Achieve &amp; Lead Change in Your Practice</b>	<ul style="list-style-type: none"><li>• <b>Provide leadership across the organisation</b> (BSBMGT605)</li><li>• <b>Undertake project work</b> (BSBPMG522)</li><li>• <b>Facilitate continuous improvement</b> (BSBMGT516)</li></ul>
2. <b>Ensuring Practice Success</b>	<p><b>Created for current and aspiring practice managers</b></p> <ul style="list-style-type: none"><li>• <b>Manage people performance</b> (BSBMGT502)</li><li>• <b>Provide leadership across the organisation</b> (BSBMGT605)</li><li>• <b>Facilitate continuous improvement</b> (BSBMGT516)</li></ul>
3. <b>Your Practice Readiness Program: Project Management Fundamentals</b>	<p><b>Are you identifying and managing projects effectively? Tackle projects head on and empower a project manager in your practice today!</b></p> <ul style="list-style-type: none"><li>• <b>Manage project scope</b> (BSBPMG511)</li><li>• <b>Manage project time</b> (BSBPMG512)</li><li>• <b>Manage project cost</b> (BSBPMG514)</li></ul>
4. <b>Strategic Practice Transformation</b>	<p><b>Created for Practice Managers and Business Owners</b></p> <ul style="list-style-type: none"><li>• <b>Provide leadership across the organisation</b> (BSBMGT605)</li><li>• <b>Manage operational plan</b> (BSBMGT517)</li><li>• <b>Manage risk</b> (BSBR501)</li></ul>
5. <b>Fundamentals of Medical Practice Assisting</b>	<p><b>An introductory course for aspiring Medical Practice Assistants</b></p> <ul style="list-style-type: none"><li>• <b>Handle medical specimens</b> (HLTHSP005)</li><li>• <b>Facilitate a coordinated approach to client care</b> (HLTADM003)</li><li>• <b>Maintain medication stocks</b> (HLTHPS003)</li><li>• <b>Work with diverse people</b> (CHCDIV001)</li><li>• <b>Work legally and ethically</b> (CHCLEG001)</li></ul>

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# Short Courses - cont'd

Course	Course detail
6. Leadership Fundamentals	<ul style="list-style-type: none"><li>• Coordinate implementation of customer service strategies (BSBCUS401)</li><li>• Lead team effectiveness (BSBLDR403)</li><li>• Show leadership in the workplace (BSBMGT401)</li></ul>
7. Introduction to Project Management for Operational Staff	<ul style="list-style-type: none"><li>• Apply project scope management techniques (BSBPMG409)</li><li>• Apply project time management techniques (BSBPMG410)</li></ul>
8. Frontline Project Support	<ul style="list-style-type: none"><li>• Undertake project work (BSBPMG522)</li><li>• Show leadership in the workplace (BSBMGT401)</li></ul>
9. Lead the Way - for “customer facing” personnel	<ul style="list-style-type: none"><li>• Coordinate implementation of customer service strategies (BSBCUS401)</li><li>• Communicate effectively as a workplace leader (BSBLDR401)</li></ul>

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