

Certificate IV in Medical Practice Assisting

For general practices

Expression
of Interest

Practice administration staff working in private general practices or Aboriginal Medical Services (AMS') are invited to register their interest to complete the [Certificate IV in Medical Practice Assisting](#) course.

Northern Queensland Primary Health Network (NQPHN), together with UNE Partnerships, is offering a limited number of scholarships (in addition to student contribution*) for practice administration staff to develop their skills and knowledge.

Course overview

This course allows practice staff to take the next step in their medical career and assist in a range of front and back-end medical and administrative tasks to support a team of medical practitioners.

Commitment – 15 hours per week with a combination of:

- on-the-job learning and self-directed online learning
- attending or viewing webinars
- five days of workshops over the two-year study period
- support of workplace supervisors to observe demonstration of tasks (GP or RN for clinical tasks, and administration supervisor for administration tasks).

For additional information on the Certificate IV in Medical Practice Assisting, please turn over. Expressions of interest close **4pm, Wednesday 18 June 2025**.

Commencement date

Week beginning 15
September 2025

Course duration

Two years (combination of
online learning and in-
person workshops)

One-day workshops

In-person in Cairns,
Townsville, and Mackay*

Online EOI registration

forms.office.com/r/u5F5MKrhfM

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Certificate IV in Medical Practice Assisting

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Graduate outcomes

- Assist in the performance of delegated tasks within the clinic.
- Contribute to the efficient running of both front and back of house, including the preparation, processing, and maintenance of patient records.
- Support health professionals with patient care.
- Help create a safe and efficient work environment within the practice.
- Join in the facilitation of co-ordinated patient care.

Key dates

- **Expression of interests close:** 4pm, Wednesday 18 June 2025.
- **Successful applicants notified by:** Wednesday 25 June 2025.
- **Enrolments due by:** Friday 29 August 2025
- **Course commences:** Week beginning 15 September 2025
- **Workshops:** Dates to be confirmed.

Course fees and funding

- Higher Level Skills:
 - Student contribution: \$900
 - Partial concession: \$360
 - Full concession fee free
- NQPHN scholarship investment (for student contribution or partial concession)

Eligibility criteria

To be eligible for the Higher-Level Skills funding, applicants must meet the following criteria:

- Be a Queensland resident.
- Be aged 15 years or over, and no longer at school.
- Be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants) or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
- Not hold, or be enrolled in, a **Certificate IV** level or higher qualification (not including qualifications completed at school and foundation skills training).

Applicants must also be working in a private general practice or AMS, located in the northern Queensland region.

A “lunch and learn” session will be held for interested individuals on **Monday 16 June 2025**, at **12pm**. Registrations via the EOI link above.