

SGUS PROGRAMME FOR PATIENT SERVICE ASSOCIATE



Overview

Learn the basic skills to competently assist the doctors and nurses in patient care. Upon completion of this course, you can work in a hospital specialist clinic or GP clinic.

Career Prospects & Progression

Skilled Patient Service Associates have good career prospects and are high in demand. Graduates can expect a stable and secure entry career in healthcare. With a friendly attitude and good work ethics, graduates can look forward to promising career progression.

Course Outline

Patient Service Associate/ Clinic Administrative Assistant

- Billing Procedures
- Frontline Services Management
- Patient Education And Engagement
- Clinical Support For Patient Service Associates
- Professional, Legal And Ethical Healthcare Practice
- Practice Infection Prevention And Control In Healthcare
- Continuous Improvement Management
- Inter-Professional Collaboration
- Medication Dispensing

Healthcare Assistant Courses

- Effective Communication In Nursing
- Mobility And Ambulation Assistance In Nursing
- Nutrition And Fluids Management In Nursing
- Patient Care Delivery In Nursing

- Respiratory Care In Nursing
- Professional, Legal And Ethical Healthcare Practice
- Practice Infection Prevention And Control In Healthcare
- Emergency Response And Crisis Management
- Nursing Care For The Deceased
- Quality Improvement And Safe Practices With 6s Concept

First Aid & Personal Effectiveness Courses

- First-Aid (Perform Workplace First Aid)
- 10 Personal Effectiveness Courses

Course Fees

Job Roles	Course Duration	Full Course Fee for Sectoral Programme	Non-Subsidised Fee Payable by Student for Sectoral Programme (with GST)	Training allowance
Clinic Admin Assistant Patient Service Associate Healthcare Assistant	6 months (full time)	\$17,762.00	\$467.29 + \$32.71 (GST) = \$500.00	\$1,200 per month (Conditions apply)

Information accurate as at 24 Jul 2020