

Medical & Clinical Administration - Level 3 Course

Key Information

Course Format:
Paper Based Course Materials

Price:
£250.00

Assessment:
Written Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
100 Hours of Self Study

Initial Payment of
£100.00

Approximate Delivery Time:
1-2 Working Days (Courier Service)

Followed by 3 payments of:
£50.00



The **Medical & Clinical Administration - Level 3 Course** is designed for students who wish to gain an accredited Certification which could enable them to begin work or improve their career in Medical Reception and Medical Administration roles.

On successful completion of this course students will receive an accredited Level 3 Certificate of Achievement.

Objectives:

The Objectives of the home study courses are to:

- Develop a broad understanding of the principles of medical administration & reception
- Learn techniques and good practice for medical administration
- Develop skills required in all areas of medical and clinical administration
- Develop specialist knowledge of medical legislation and terminology

The Home Study Courses Cover the Following 7 Units:-

• Unit One - Reception Skills

The following topics are covered: General reception skills; Duties of a Medical Receptionist; Telephone skills; Customer service; and Making and recording appointments.

• Unit Two - Office Administration

The following topics are covered: Record keeping; Communications; and Time management.

• Unit Three - Technology

The following topics are covered: Typing and keyboard skills; Microsoft office software; and Common medical software.

• Unit Four - Medical Terminology

The following topics are covered: Origins of structure and medical terms; Composition of medical words; Terminology of body structures, systems, diseases and conditions; Titles, professional qualifications and professional bodies; and Eponyms, acronyms and abbreviations in common use.

• Unit Five - Working with Medicines

The following topics are covered: Drugs awareness; Legislation governing medicines; Medicines; Controlled Drugs; and Drugs disposal.

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- **Unit Six - Hygiene**

The following topics are covered: The importance of hygiene; How to maintain hygiene standards; Cleaning for infection control; Waste disposal for infection control; and Health care associated infections.

- **Unit Seven - Confidentiality**

The following topics are covered: The need for confidentiality; The legal position; Best practice and Other legislation associated with record keeping.

Course Duration:

Students may register at any time and have a full year to complete their studies. The home study courses will take approximately 100 hours of study to complete.

Prerequisites:

There are no particular entry requirements.

Technical Support:

Once you have enrolled, you will have access to your own personal tutor by mail or email. You will receive full tutor support for a 12 month period.

Certification:

On successful completion of this course students will receive a **Medical & Clinical Administration** Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).



ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government[1]. It has a long-established reputation for developing and awarding high quality vocational qualifications across a wide range of industries. As a registered charity, Founded in 1998, ABC Awards combines their expertise with a responsive, flexible and innovative approach to the needs of their customers.

The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future. The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 3 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

Information on level descriptors can be found on the Ofqual Qualification & Credit Framework level descriptors page.

The course has been endorsed under the ABC Awards' Quality Licence Scheme. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process. This means that the course developers (Kendal Publishing) have undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements.