



National Unit Specification: general information

UNIT Word Processing: Medical (SCQF level 5)

CODE F7KV 11

SUMMARY

This Unit is designed to enable candidates to develop the necessary skills and techniques in order to produce a range of documents used in a medical environment. Candidates will use the functions of a current word processing package, develop layout skills and create documents from instructions and notes incorporating medical terminology. Candidates will also recall, edit and produce hard copy and create documents as a result of merging two independent files.

The Unit is suitable for candidates who have knowledge of medical terminology, some basic knowledge of Word Processing and who are looking to further develop these skills.

OUTCOMES

- 1 Produce a range of medical documents from materials provided using word processing software.
- 2 Produce medical documents created as a result of a merge between two independent files using word processing software.
- 3 Recall, edit and produce hard copy of medical documents following instructions using word processing software.

RECOMMENDED ENTRY

While entry is at the discretion of the Centre, candidates would normally be expected to have attained:

- ◆ Word Processing (SCQF level 4) or
- ◆ Word Processing: Medical (SCQF level 5) (SCQF level 4)
- ◆ Medical Terminology

Administrative Information

Superclass: AZ

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Information and Communication Technology at (SCQF level 4).

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Produce a range of medical documents from materials provided using word processing software.

Performance Criteria

- (a) Documents are attractively presented according to a given organisational house style.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error-free.

OUTCOME 2

Produce business documents created as a result of a merge between two independent files using word processing software.

Performance Criteria

- (a) Merged documents are presented according to a given organisational house style.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error-free.

OUTCOME 3

Recall, edit and produce hard copy of medical documents using word processing software.

Performance Criteria

- (a) Documents are recalled and amended as directed.
- (b) Documents are proof-read and checked for accuracy before submission.
- (c) Documents produced are error free.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Product evidence is required to demonstrate that candidates have achieved all Outcomes to the standard specified in the Outcomes and Performance Criteria.

The assessment(s) will be carried out under open book supervised conditions where candidates should have access to notes and online help. Assessment(s) should take place at appropriate points during delivery of the Unit.

Outcome 1

This outcome will be evidenced by hard copy of three documents a letter and two other documents relating to a medical environment

The letter will be produced from a manuscript draft incorporating specific display instructions which should include a minimum of two different formatting functions.

The other two documents should both be produced from manuscript draft and should contain between them numbering, bulleting and indentation.

The total word count should be approximately 700.

On first submission, a maximum of eight errors overall is permitted which the teacher/lecturer should point out to the candidate. On final submission, the documents must be error-free.

Outcome 2

This outcome should be evidenced by hard copy of three documents. The letters should be produced and an independent merge performed with patient detail. The form will be produced from a manuscript draft incorporating specific display instructions which should include a minimum of two different formatting functions. On first submission, a maximum of one error in each document is permitted, which the teacher/lecturer should point out to the candidate. On final submission, the documents must be error free.

Outcome 3

This outcome comprises two tasks and should be evidenced by hard copy of the completed form and hard copy of amended report. On first submission, a maximum of one error within the form is permitted which the teacher/lecturer should point out to the candidate. On first submission, one error is permitted within the amended report, which the teacher/lecturer should point out to the candidate. On final submission, both documents must be error free.

National Unit Specification: support notes

UNIT Word Processing: Medical (SCQF level 5)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is an optional Unit in the National Certificate Group Award in Administration at SCQF level 5 and can also be taken as a free-standing Unit.

As a result of skills that may already have been developed in *Word Processing: Medical (SCQF level 5) (SCQF level 4)*, candidates will be able to further progress and develop the necessary skills and techniques required to produce a range of documents using a wider range of functions in a current word processing package.

The Unit is set in the context of a medical environment and candidates should be introduced to up-to-date procedures and practices throughout. Candidates should be encouraged to actively explore the word processing package in order to familiarise themselves with help menus and shortcuts as appropriate.

Candidates should also be aware of the procedures for safe and effective operation of equipment and measures for reporting problems. In addition, they must be aware of the security, confidentiality and health and safety procedures of the organisation.

Outcome 1

Candidates should be aware of and able to deal with:

- ◆ standard medical layout
- ◆ specific instructions regarding organisational layout
- ◆ available formatting functions
- ◆ bulleted/numbered lists
- ◆ indentation

This outcome could be assessed using a To Come In letter, a report, information sheet, article or “Question and Answer” sheet.

National Unit Specification: support notes (cont)

UNIT Word Processing: Medical (SCQF level 5)

Outcome 2

Candidates should be aware of and able to perform the following functions:

- ◆ carry out specific instructions regarding organisational layout
- ◆ create a data source within word processing
- ◆ locate and amend a data source within word processing
- ◆ create primary merge files
- ◆ locate and amend a primary merge file
- ◆ merge the independent files to produce accurate business documentation
- ◆ produce hard copy of merged documents to specific instructions
- ◆ standard form creation using the form toolbar

The three documents to be assessed could be a pre-assessment letter, a DNA letter and a Nursing Proforma.

Outcome 3

Candidates should be aware of and able to perform the following functions:

- ◆ identify, understand and execute manuscript corrections
- ◆ move and/or copy text
- ◆ renumbering items
- ◆ text formatting — for example font type, size, etc
- ◆ recall standard form and complete through accurate data entry

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates should be encouraged to take a positive attitude towards the quality of their own work and be self-correcting. Realistic materials and documentation should be used throughout and a thematic approach adopted where possible. The importance of proof-reading skills, spelling, punctuation and the ability to use resource and reference materials effectively should be emphasised. Candidates should be encouraged to work within given deadlines.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

It is envisaged that, by using the appropriate word processing software, candidates will be able to develop aspects of the Core Skill *Information and Communication Technology*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

A suitable method of assessment would be a series of practical exercises, using the appropriate word processing software.

National Unit Specification: support notes (cont)

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Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.