



National Unit Specification: general information

UNIT Medical Terminology — An Introduction (SCQF level 5)

CODE F5AK 11

SUMMARY

In this Unit candidates will acquire and use an extensive vocabulary which is used in secretarial/administrative/clerical work in a medical environment.

OUTCOMES

- 1 Use extensive medical vocabulary within the context of body systems.
- 2 Define abbreviations and drug classifications related to pathological conditions, diagnoses and treatments.

RECOMMENDED ENTRY

Entry is at the discretion of the Centre.

CREDIT VALUE

1 credit at level 5 (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.*

Administrative Information

Superclass: AZ

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National Unit Specification: general information (cont)

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CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

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

- ◆ Communication (SCQF level 3)

These opportunities are highlighted in the Support Notes of this Unit Specification.

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

Use an extensive medical vocabulary within the context of body systems.

Performance Criteria

- (a) Accurately record and spell dictated medical terms relating to body systems.
- (b) Accurately define the medical terms dictated in (a) above.

OUTCOME 2

Define common abbreviations and drug classifications.

Performance Criteria

- (a) Extend and correctly spell given related body system abbreviations and general abbreviations.
- (b) Record and define drug groups from dictation.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that all Outcomes and Performance Criteria have been achieved.

To demonstrate satisfactory attainment of all Outcomes of this Unit, candidates must produce written responses to items that cover all Outcomes and Performance Criteria.

All assessments will be conducted under closed-book, supervised conditions.

The Assessment Support Pack for this Unit illustrates the standard of assessments in this Unit. If a Centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

Evidence for Outcome 1 is that candidates record and define correctly 10 medical terms for six out of nine of the body systems listed below:

Digestive
Respiratory
Cardiovascular/lymphatic
Urinary
Reproductive
Endocrine
Special senses
Skeletal/muscular
Nervous

National Unit Specification: statement of standards (cont)

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Candidates must correctly spell and define 8 out of 10 given terms for each of the systems being assessed. There should be no more than two errors of recording or defining.

Evidence for Outcome 2 is that candidates extend and spell correctly 10 abbreviations relating to body systems and 10 general abbreviations. There should be no more than two errors of extending or spelling on each occasion.

Candidates should record from dictation and define accurately 10 drug groups. There should be no more than two errors of recording or defining.

National Unit Specification: support notes

UNIT Medical Terminology — An Introduction (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 (SCQF level 5). It can also be taken as a free-standing Unit.

The candidate should be introduced to medical terminology on an on-going basis. Extensive use of medical dictionaries, reference books, text books, internet and video programmes should be encouraged in the classroom situation.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Outcomes should be undertaken in conjunction with each other.

Description of the structure and functioning of the body systems should be in the simplest possible terms, serving only as a background to which medical terms may be related and made meaningful.

A folio, maintained by the candidate, with guidance from and regular observation by the tutor/trainer, is a valuable aid to learning. This might contain:

- ◆ related roots, prefixes, suffixes and combining forms copied from visual display
- ◆ words in which these are combined, written from dictation
- ◆ simple definitions of words
- ◆ other appropriate terms and abbreviations

Where appropriate, it is advantageous for candidates to work in pairs or small groups, with frequent changing of partners.

Throughout the Unit candidates are expected to record correctly from dictation medical terms based on what has already been taught and to spell medical terms correctly.

Use of internet, radio and television programmes using medical vocabulary, used in and out of the classroom, will help candidates to become familiar with the sound of the language, to hear words used in context and extend their vocabulary.

National Unit Specification: support notes (cont)

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

There is no automatic certification of Core Skills in this Unit.

It is envisaged that candidates will be able to develop aspects of the Core Skill in *Communication* at level 3.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

All assessments will be conducted under closed-book, supervised conditions.

Outcome 1

Candidates have to accurately record and define 10 terms dictated by the tutor for six of the given body systems, as stated previously. Candidates must correctly spell and define 8 out of the 10 terms.

Outcome 2

Candidates have to correctly extend and spell 10 abbreviations from a written list, relating to body systems. Candidates must correctly extend and spell 8 out of 10 abbreviations.

Candidates have to correctly extend and spell 10 general abbreviations from a written list. Candidates must correctly extend and spell 8 out of 10 abbreviations.

Candidates have to accurately record and define 10 drug groups which have been dictated by the tutor. Candidates must record and define 8 out of 10 of the drug groups.

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 communications 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)*.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs (www.sqa.org.uk)*.