

PDA in **Medical Administration** at **SCQF level 7**

Recognising that you care



The Professional Development Award (PDA) in Medical Administration at SCQF level 7 provides candidates with the competences they need for administrative roles in a medical environment. These competences meet the needs of both private and public sector medical and health organisations.

This qualification is available through colleges.

Why should my centre deliver this qualification?

The PDA provides a flexible and manageable qualification for full-time and part-time learners. The Units are also included in the HNC and HND in Administration and Information Technology, which means that your centre has the option of combining classes, and learners have the option to progress to the HNC or HND.

The PDA in Medical Administration has been mapped to the NHS Knowledge and Skills Framework. This framework is used to review and develop staff performance. You can find information on the Department of Health's website www.dh.gov.uk.



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Who does this qualification suit?

The PDA in Medical Administration is suitable for:

- learners taking HN Administration and Information Technology with medical options
- those who wish to enhance their career prospects in a medical administration role
- CPD for those currently employed in a medical administration role

Access

Access to the PDA is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by previous qualifications or experience, a reasonable expectation of successfully completing the PDA.

Progression

Candidates can progress to the HNC or HND in Administration and Information Technology and/or the SVQ in Business Administration at level 3. Progression to the SVQ is dependent on job role.

Approval

If your centre has devolved authority, you can seek approval through your own internal approval process.

If your centre does not have devolved authority, you will have to come forward for approval and should contact the Business Development Team for guidance in completing the combined CA1/SA1 form.

Assessors and verifiers must be able to meet SQA's general requirements for technical and occupational competence.

Assessment

This PDA is assessed using both open-book and closed-book assessments.

Assessments can take the form of case studies, practical assignments, investigations or written/oral questioning.

Structure

The PDA in Medical Administration (64 SCQF credit points) at SCQF level 7 consists of two mandatory Units (32 SCQF credit points) and three optional Units (32 SCQF credit points), taken from two groups of optional Units.

The Group Award Code is G8KV 47.

Mandatory Units

- **IT in Business: Word Processing and Presentation Applications – F84C 34**
- **Medical Terminology for Administration Staff – FG6134**

Optional Units

- **Hospital Patient Administration – FG65 34**
- **GP Medical Administration – FG63 34**

Optional Units

- **Legal Protection of NHSS Patient Data – FG6A 35**
- **Creating a Culture of Customer Care – HIFO 34**
- **IT in Business: Spreadsheets – F84V 34**
- **IT in Business: Databases – F84X 34**
- **Employment Experience 1 – D7HJ 34 or Work Experience – DVOM 34**

The Arrangements document, and an addendum which should be read in conjunction with it, are published on SQA's website www.sqa.org.uk.

On our website you will also find the Group Award Framework document and assessment exemplars, plus student guides and support packs for many of the Units.



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