

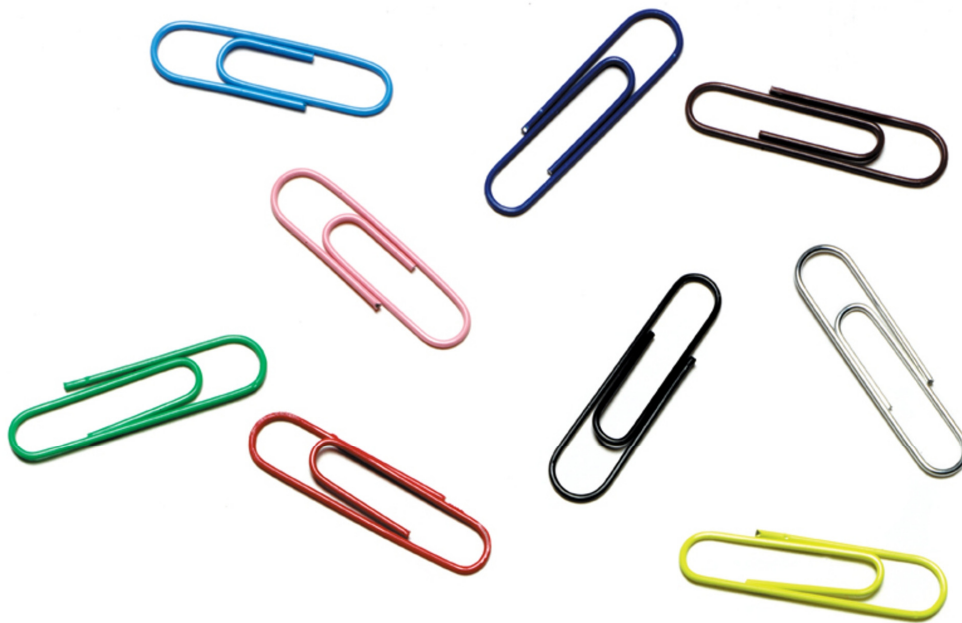


AMSPAR

Level 2 Award in Medical Terminology (4415-01)

Qualification handbook

Ofqual ref: 500/4109/5



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Qualification handbook



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1 About this document

This document contains the information that centres need to offer the following qualification

| | |
|---|---|
| Qualification title and level | Level 2 Award in Medical Terminology |
| City & Guilds qualification number | 4415-01 |
| Qualification accreditation number | 500/4109/5 |
| Registration and certification | Consult the Walled Garden/Online Catalogue for last dates |

This document includes details and guidance on:

- centre resource requirements
- candidate entry requirements
- information about links with, and progression to, other qualifications
- qualification standards and specifications
- assessment requirements

2 About the Level 2 Award in Medical Terminology

2.1 Accreditation details

This qualification is

- accredited by Ofqual at Level 2 of the QCF
- it also forms part of the 4419 Level 2/3 Certificates and Diplomas in/for Medical Administration/Secretaries (4419-220).

2.2 Unit aim

The qualification is intended to form the foundation on which the Level 3 Certificate in Medical Terminology can be built. The course takes a structural approach, focusing on how medical terms are built from a combination of roots, prefixes and suffixes and the recognition of these terms from given definitions.

The aim of this unit is to provide learners, who have no previous knowledge of the subject, with a thorough grounding in the correct construction, recognition and usage of medical terminology.

2.3 Rules of combination

This single unit qualification, therefore candidates must complete the full unit to receive the certificate.

| Unit accreditation number | City & Guilds unit | Unit title | Mandatory / optional for full qualification | Credit value |
|----------------------------------|-------------------------------|---------------------|--|---------------------|
| T/501/7414 | 200 | Medical Terminology | Mandatory | 6 |

2.4 Sources of information and assistance

City & Guilds also provides the following documents specifically for this qualification:

| Publication | Available from |
|---------------------------|--|
| Welcome pack | www.cityandguilds.com/AMSPAR |
| fast track approval forms | www.cityandguilds.com/AMSPAR |

For the latest updates on our publications and details of how to obtain them and other City & Guilds resources, please refer to the City & Guilds website.

| Website | Address | Purpose and content |
|----------------------------|------------------------------|---|
| City & Guilds main website | www.cityandguilds.com | This is the main website for finding out about the City & Guilds group, accessing qualification information and publications. |
| SmartScreen | www.smartscreen.co.uk | SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials. |
| Walled Garden | www.walled-garden.com | The Walled Garden is a qualification administration portal for approved centres, enabling them to register candidates and claim certification online. |

Contacting City & Guilds by e-mail

The following e-mail addresses give direct access to our Customer Relations team.

| e-mail | Query types |
|---|---|
| learnersupport@cityandguilds.com | all learner enquiries, including <ul style="list-style-type: none"> • requesting a replacement certificate • information about our qualification • finding a centre. |
| centresupport@cityandguilds.com | all centre enquiries |
| walledgarden@cityandguilds.com | all enquiries relating to the Walled Garden, including <ul style="list-style-type: none"> • setting up an account • resetting passwords. |

AMSPAR website

| Website | Address | Purpose and content |
|---------------------|-----------------------|---|
| AMSPAR main website | www.amspar.com | This is the main website for finding out about qualifications offered by AMSPAR, accessing membership information and the discussion forum. |

Contacting AMSPAR by e-mail

Please do not send urgent or confidential information to AMSPAR by e-mail.

| e-mail | Query types |
|------------------------|-----------------------|
| info@amspar.com | for general enquiries |

3 Candidate entry and progression

3.1 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualification.

Prospective students should be interviewed before being given a place and should be made aware of the depth of knowledge required, the amount of homework / self-directed learning requires and the need for accuracy, given that the pass mark is 70%.

The qualification has been designed:

- for persons wishing to work in the medical field such roles as wards clerk, summariser, receptionist, clinical coder, administrator, laboratory staff, healthcare assistant, health and social care personnel, ambulance personnel, support workers and health care technicians.
- for persons already in post, or with relevant experience, who wish to expand their knowledge and skills in using medical terminology.

Please see section 5 of this document, Course design and delivery, which offers guidance on initial assessment.

Age restrictions

This qualification is not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

Progression

The qualification provides opportunities for progression into work or to other Medical Administration qualifications, learners can move on to the 4415 level 3 Certificate in Medical Terminology or the 4419 Level 2/3 Certificates/Diploma in Medical Administration for which they will have gained automatic achievement of unit 4419-220 Medical Terminology 2

4 Centre requirements

4.1 Centre, qualification and fast track approval

Centres not yet approved by City & Guilds

To offer this qualification, new centres will need to gain both **centre and qualification approval**. Please refer to Appendix 2 for further information.

Existing City & Guilds centres

To offer this qualification, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to Appendix 2 for further information.

4.2 Resource requirements

Human resources

To meet the quality assurance criteria for this qualification, the centre must ensure that the following internal roles are undertaken:

- quality assurance co-ordinator
- trainer / tutor

Staff delivering the qualifications

All new teachers delivering publicly funded qualification in the learning and skills sector (all post 16 education – including FE, adult and community learning, work-based learning, offender education) in England are now required to take qualifications which form part of the Qualified Teacher – Learning and Skills (QTLS) framework. City & Guilds offers a range of qualifications within the QTLS framework. Details are available on the QTLS pages of **www.cityandguilds.com**.

- Staff delivering this qualification must be able to demonstrate that they technically competent in the area for which they are delivering training and / or have experience of providing training. This knowledge must be at least to the same level as the training being delivered.

Centre staff may undertake more than one role eg tutor and assessor or internal verifier, but must never internally verify their own assessments. Trainer/tutors must be occupationally knowledgeable in the area for which they are delivering training. This knowledge must be at least to the same level as the training being delivered and must have credible experience of providing training

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area and of best practice in delivery, mentoring, training, assessment and verification remains current, and takes account of any national or legislative developments.

4.3 Administration, registration and certification

City & Guilds' administration

Full details of City & Guilds' administrative procedures for this qualification are provided in the *Centre Manual - Supporting Customer Excellence*. This information includes details on:

- registration procedures
- enrolment numbers
- fees
- entry for examinations
- claiming certification.

Centres should be aware of time constraints regarding the registration and certification periods for the qualification, as specified in the *City & Guilds Centre Manual - Supporting Customer Excellence*. Centres should follow all administrative guidance carefully, particularly noting that fees, registration and certification end dates for the qualification are subject to change. The latest News is available on the website (www.cityandguilds.com).

Regulations for the conduct of examinations

Regulations for the conduct of examinations for online and written examinations are given in *Centre Manual - Supporting Customer Excellence*. Centres should ensure they are familiar with all requirements prior to offering assessments.

Retaining assessment records

Centres must retain copies of candidate assessment records for at least three years after certification.

Notification of results

After completion of assessment, candidates will receive, via their centre, a 'notification of candidate results', giving details of how they performed. It is not a certificate of achievement.

Full certificates

Full certificates are only issued to candidates who have met the full requirements of the qualification, as described in section 2.3 Rules of Combination.

4.4 Quality assurance

This information is a summary of quality assurance requirements. *Centre Manual - Supporting Customer Excellence* provides full details and guidance on:

- internal quality assurance
- external quality assurance
- roles and responsibilities of quality assurance staff.

Internal quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

5 Course design and delivery

5.1 Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available in the Centre toolkit.

5.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way that:

- best meets the needs and capabilities of their candidates
- which satisfies the requirements of the qualification.

In particular, staff should consider the skills and knowledge related to the national occupational standards. City & Guilds recommends that centres address the wider curriculum, where appropriate, when designing and delivering the course. Centres should also consider links to the National Occupational Standards, Key/Core Skills and other related qualifications.

Centres may wish to include topics as part of the course programme which will not be assessed through the qualification.

5.3 Data protection, confidentiality and legal requirements

Data protection and confidentiality must not be overlooked when planning the delivery of this qualification.

Centres offering this qualification may need to provide City & Guilds with personal data for staff and candidates. Guidance on data protection and the obligations of City & Guilds and centres are explained in *Centre Manual - Supporting Customer Excellence*.

Protecting identity

It is extremely important to protect the identity of the individuals encountered by candidates in the work setting, eg customers, clients and patients.

Confidential information must not be included in candidate portfolios or assessment records.

Confidential information should remain in its usual location, and a reference should be made to it in the portfolio or assessment records.

6 Relationships to other qualifications

6.1 Key Skills

A course of study leading to the Level 2 Award in Medical Terminology may provide opportunities for generating evidence on which candidates can be assessed in the Key Skill of problem solving at level 2 depending upon the way the programme is delivered.

7 Assessment

7.1 Summary of assessment requirements

For this qualification, candidates will be required to complete the following assessments:

- **one** short answer test

Grading and marking

The qualification will be graded as follows:

| | |
|----------------------------|--|
| 70% - 80% Pass | Candidates will show a satisfactory knowledge and understanding of the areas of the specification that are being tested. |
| 81% - 90% Merit | Candidates will show a good knowledge and understanding of the areas of the specification that are being tested. |
| 91% + Distinction | Candidates will show an excellent knowledge and understanding of the areas of the specification that are being tested |
| Less than 70% Refer | Candidates will not have reached an acceptable level of knowledge and understanding of the areas of the specification that are being tested. |

No dictionaries are allowed. There is no limit in how many times a candidate may retake the examination.

Sample assessments

City & Guilds provides test sample questions, which are included in Appendix 9 of this handbook.

8 Units

Availability of units

The unit for this qualification follows.

Structure of units

The unit in this qualification are written in a standard format and comprise the following:

- City & Guilds reference number
- title
- credit value
- unit aim
- key skills
- statement of guided learning hours
- assessment and grading
- learning outcomes which are comprised of a number of knowledge based assessment criteria
- guidance notes.

Level: 2

Credit value: 6

Unit aims

While this is an introductory/level 2 qualification, it is important that the terminology learnt gives the learner an accurate working knowledge of this subject and fulfils the expectations of prospective employers. City & Guilds and AMSPAR have taken care to ensure that this fulfils these criteria.

An understanding of the correct construction of usable medical terminology is paramount and forms the basis of the assessment of this award. City & Guilds and AMSPAR have limited the breadth of terminology to be learnt by the inclusion of word lists for outcome 1 of the syllabus (see Appendix 5), and by prescribing areas of required knowledge in outcomes 2, 3 and 4. Written assessment will also focus strongly on the recognition of, rather than the production of, compound medical terms, although in Outcome 1 candidates will be required to form compound terms from given definitions using word parts taken from appendix 5. Only pharmaceutical abbreviations will be included in the assessment for this qualification

Learning outcomes

There are **four** outcomes to this unit. The candidate will:

1. Know the structure and meaning of medical terms
2. Know the meaning of medical terms relating to the body systems
3. Know the meaning of medical terms for the different medical specialities
4. Know the meaning of abbreviations concerning drugs and prescriptions

Guided learning hours

It is recommended that 45 hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Problem Solving

Assessment and grading

This unit will be assessed by an externally set and marked short answer test.

Unit 200

Medical terminology (Level 2)

Outcome 1

Know the structure and meaning of medical terms

Assessment Criteria

The candidate will be able to:

- 1.1 produce correct definitions of individual prefixes, suffixes and roots (medical word parts from the list prescribed in appendix 5)
- 1.2 produce an appropriate medical term built from the prescribed list of word parts
- 1.3 produce correct definitions of medical terms produced / built from the prescribed list of word parts
- 1.4 correct match word parts or complete terms against given definitions
- 1.5 produce correct medical terms from a given definition (using the prescribed list)

Unit 200

Medical terminology (Level 2)

Outcome 2

Know the meaning of Medical Terms Relating to the Body Systems

Assessment Criteria

The candidate will be able to:

- 2.1 produce correct definitions of medical terms concerning the following body systems*
- body structure
 - skeletal / locomotor
 - cardiovascular
 - lymphatic & immune system including body's response to infection
 - respiratory
 - digestive
 - urinary
 - reproductive
- 2.2 match medical words against definitions correctly*

*Includes medical terms of body organs, diseases, conditions and procedures. Whilst the majority of the terminology can be made up from the Word Part list this is not exclusive; common medical terms related to **each** individual body system listed above must be taught eg kyphosis – hunchback, excessive curvature of the thoracic spine/vertebrae.

Unit 200

Outcome 3

Medical terminology (Level 2)

Know the meaning of medical terms for the different medical specialities

Assessment Criteria

The candidate will be able to:

- 3.1 produce correct definitions of medical terms relating to medical specialities eg dermatology
- 3.2 match medical words against definitions correctly

(see Appendix 6 for list of specialities)

Unit 200

Medical terminology (Level 2)

Outcome 4

Know the meaning of abbreviations concerning drug and prescriptions

Assessment Criteria

The candidate will be able to:

- 4.1 Give the correct meaning of abbreviations (approved by the British National Formulary) concerning drugs and prescriptions (see Appendix 7)

Notes for guidance

All word parts must be defined. When asked to give the meaning of a medical term such as 'tracheostomy' the answer 'an artificial opening into the trachea' is insufficient as it is using part of the question in the answer. The correct answer would be 'an artificial opening into the wind-pipe'. This demonstrates that the meaning of the word part 'trachea' is understood.

The Latin translation for pharmaceutical abbreviations will not receive any marks.

Where candidates are asked to produce correct medical term for a given definition, only correct spelling will receive credit.

Appendix 1 Sources of information about level accreditation, qualification and credit frameworks and level descriptors

Please visit the following websites to find current information on accreditation, qualification level descriptors and national qualification and credit frameworks in each country.

| Nation | Framework | Who to contact | Websites |
|------------------|--|--|--|
| England | Qualification and Credit Framework (QCF) | The Qualifications and Curriculum Development Agency | www.qcda.gov.uk |
| Scotland | Scottish Credit and Qualifications Framework (SCQF) | The Scottish Qualifications Authority | www.scqf.org.uk www.sqa.org.uk |
| Wales | The Credit and Qualifications Framework for Wales (CQFW) | The Department for Education, Culture and Welsh Language (DECWL) | www.wales.gov.uk |
| Northern Ireland | Qualification and Credit Framework (QCF) | The Council for Curriculum, Examinations and Assessment | www.ccea.org.uk |

Appendix 2 Obtaining centre and qualification approval

Only approved organisations can offer City & Guilds qualifications. Organisations approved by City & Guilds are referred to as **centres**.

Centres must meet a set of quality criteria including:

- provision of adequate physical and human resources
- clear management information systems
- effective assessment and quality assurance procedures including candidate support and reliable recording systems.

An organisation that has not previously offered City & Guilds qualifications must apply for approval to become a centre. This is known as the **centre approval process (CAP)**. Centres also need approval to offer a specific qualification. This is known as the **qualification approval process (QAP)**, (previously known as scheme approval). In order to offer this qualification, organisations which are not already City & Guilds centres must apply for centre and qualification approval at the same time. Existing City & Guilds centres will only need to apply for qualification approval for the particular qualification.

Full details of the procedures and forms for applying for centre and qualification approval are given in *Centre Manual - Supporting Customer Excellence*, which is also available on the City & Guilds centre toolkit, or downloadable from the City & Guilds website.

Regional / national offices will support new centres and appoint a Quality Systems Consultant to guide the centre through the approval process. They will also provide details of the fees applicable for approvals.

Assessments must not be undertaken until qualification approval has been obtained.

City & Guilds reserves the right to withdraw qualification or centre approval for reasons of debt, malpractice or non-compliance with City & Guilds' policies, regulations, requirements, procedures and guidelines, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds. Further details of the reasons for suspension and withdrawal of approval, procedures and timescales, are contained in *Centre Manual - Supporting Customer Excellence*.

Appendix 3 Summary of City & Guilds assessment policies

Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped. The candidate should be informed that they have not reached the standard required to successfully pass the assessment and told the reason why. Candidates may retake the assessment at a later date, at the discretion of the centre. In case of any doubt, guidance should be sought from the external verifier.

Equal opportunities

It is a requirement of centre approval that centres have an equal opportunities policy (see *Centre Manual - Supporting Customer Excellence*). The regulatory authorities require City & Guilds to monitor centres to ensure that equal opportunity policies are being followed. The City & Guilds equal opportunities policy is set out on the City & Guilds website, in *Centre Manual - Supporting Customer Excellence*, and is also available from the City & Guilds Customer Relations department.

Access to assessment

Qualifications on the Qualifications and Credit Framework are open to all, irrespective of gender, race, creed, age or special needs. The centre co-ordinator should ensure that no candidate is subject to unfair discrimination on any ground in relation to access to assessment and the fairness of the assessment.

City & Guilds' *Access to assessment and qualifications guidance and regulations* document is available on the City & Guilds website. It provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment. Access arrangements are pre-assessment adjustments primarily based on history of need and provision, for instance the provision of a reader for a visually impaired candidate.

Special consideration refers to post-examination adjustments to reflect temporary illness, injury or indisposition at the time of the assessment.

Appeals

Centres must have their own, auditable, appeals procedure that must be explained to candidates during their induction. Appeals must be fully documented by the quality assurance co-ordinator and made available to the external verifier and/or City & Guilds.

Further information on appeals is given in *Centre Manual - Supporting Customer Excellence*. There is also information on appeals for centres and candidates on the City & Guilds website or available from the Customer Relations department.

Appendix 4 Funding

City & Guilds does not provide details on funding as this may vary between regions.

Centres should contact the appropriate funding body to check eligibility for funding and any regional/national arrangements which may apply to the centre or candidates. For funding regulatory purposes, candidates should not be entered for a qualification of the same type, level and content as that of a qualification they already hold.

Please see the table below for where to find out more about the funding arrangements.

| Nation | Who to contact | For higher level qualifications |
|-------------------------|---|--|
| England | <p>The Learning and Skills Council (LSC) is responsible for funding and planning education and training for over 16-year-olds. Each year the LSC publishes guidance on funding methodology and rates. There is separate guidance for further education and work-based learning.</p> <p>Further information on funding is available on the Learning and Skills Council website at www.lsc.gov.uk and, for funding for a specific qualification, on the Learning Aims Database http://providers.lsc.gov.uk/lad.</p> | <p>Contact the Higher Education Funding Council for England at www.hefce.ac.uk.</p> |
| Scotland | <p>Colleges should contact the Scottish Further Education Funding Council, at www.sfc.co.uk.</p> <p>Training providers should contact Scottish Enterprise at www.scottish-enterprise.com or one of the Local Enterprise Companies.</p> | <p>Contact the Scottish Higher Education Funding Council at www.shafc.ac.uk.</p> |
| Wales | <p>Centres should contact the Welsh Assembly Government www.learning.wales.gov.uk</p> | <p>Centres should contact the Welsh Assembly Government www.learning.wales.gov.uk</p> |
| Northern Ireland | <p>Please contact the Department for Employment and Learning at www.delni.gov.uk.</p> | <p>Please contact the Department for Employment and Learning at www.delni.gov.uk.</p> |

Appendix 5 Level 2 word part list

Prefixes

| Prefix | Meaning | | Prefix | Meaning |
|---------------|----------------------------------|--|---------------|---------------------|
| a- | absence of | | iso- | equal |
| ab- | away from | | leuco-/leuko- | white |
| ad- | towards | | macro- | large |
| an- | absence of | | mal- | poor/abnormal |
| ante- | before | | mega-/megalo- | big/enlarged |
| anti- | against | | melano- | black/dark/pigment |
| auto- | self | | meta- | after/beyond |
| bi- | two | | micro- | small |
| brady- | slow | | mono- | one/single |
| circum- | around | | multi- | many |
| co-/con- | together/joined | | oligo- | scanty/deficiency |
| contra- | against | | ortho- | straight |
| cryo- | cold | | pachy- | thick |
| cyano- | blue | | pan- | all |
| de- | away from/removing | | para- | alongside |
| dia- | through | | peri- | around |
| diplo- | double | | polio- | grey |
| dys- | difficult/abnormal/painful | | poly- | many |
| ecto- | external/outside/without | | post- | after |
| en-/endo- | within/in/into | | pre-/pro- | before |
| epi- | upon/above/on | | quadri- | four |
| ery-/erythro- | red | | retro- | backwards |
| hemi- | half | | sclero- | hard |
| hetero- | unlike/dissimilar | | semi- | half |
| homo- | same | | steno- | narrow |
| hyper- | above/high/in excess of normal | | sub- | below |
| hypo- | low/below/under/less than normal | | super-/supra- | above |
| inter- | between | | syn- | with/together/union |
| intra- | within/inside | | tachy- | rapid/fast |
| | | | | |

Word Roots

| Word Root | Meaning | Word Root | Meaning |
|-------------------|-----------------------------------|---------------------|--|
| abdomino- | abdomen | endocardio- | lining of heart |
| adeno- | gland (any) | endometrio- | endometrium (lining of uterus) |
| albumen-/albumin- | albumin | entero- | intestine |
| alveolo- | air sac | gastro- | stomach |
| andro- | man | gingivo- | gums |
| angio- | vessel | glosso- | tongue |
| aorto- | aorta | glyco- | sugar |
| appendico- | appendix | gyno- /gynaeco- | woman |
| arterio- | artery | haemo-/ haemato- | blood |
| arthro- | joint | hep-/hepato- | liver |
| atrio- | atrium/upper chamber of heart | hernio- | hernia, rupture, protrusion |
| bili- | bile | histo- | tissue |
| blepharo- | eyelid | hystero- | womb |
| bronchiolo- | bronchiole/small air tube in lung | iatro- | doctor/ physician |
| broncho- | bronchus/tube to the lung | ileo- | ileum (part of intestine) |
| cardio- | heart | ilio- | ilium (bone of the pelvis) |
| carpo- | wrist/hand | immuno- | immunity |
| cephalo- | head | jejuno- | jejunum (part of intestine) |
| cerebro- | brain | laparo- | abdomen/abdominal wall |
| cervico- | cervix/neck | laryngo- | larynx/voice-box |
| cholangio- | bile/biliary vessels | leuco- | white |
| chole- | bile | lipo- | fat |
| cholecysto- | gallbladder | lith- | stone |
| chondro- | cartilage | lymphadeno- | lymph gland |
| colo-/colono- | colon (large intestine) | lymphangio | lymph vessel |
| colpo- | vagina | lympho- | lymphatic, lymph/tissue fluid |
| corono- | heart/crown | mammo- /masto- | breast |
| costo- | rib | meningo- | meninges/membrane covering brain & spinal cord |
| cranio- | skull containing brain | menisco- | meniscus (knee cartilage) |
| cysto- | bladder | meno- | Menstruation/monthly period |
| cyto- | cell | metro- | womb |
| dento- | tooth | myelo- | marrow/spinal cord |
| derm-/dermato- | skin | myo-/myos- | muscle |
| duodeno- | duodenum (part of intestine) | myocardio- | myocardium (heart muscle) |
| encephalo- | brain | myometrio- | myometrium (muscle of uterus) |

| Word Root | Meaning |
|-----------------------|--|
| myringo- | ear drum |
| nato- | birth |
| nephro- | kidney |
| neuro- | nerve |
| oculo- | eye |
| oesophago- | oesophagus (gullet) |
| onco- | tumour |
| onycho- | nail |
| oophoro- | ovary |
| ophthalmo- | eye |
| opto- | sight/eye |
| orchio-/orchido- | testis/male gonad/male gland |
| osteo- | bone |
| oto- | ear |
| paedo- | child |
| pancreato- | pancreas/a gland |
| patho- | disease |
| pericardio- | outer layer of heart (covering of heart) |
| phago- | swallow, eat |
| pharmaco- | drug |
| pharyngo- | pharynx/throat |
| phlebo- | vein |
| pleuro- | lung |
| pneumo- /pneumono- | air/gas/lung |
| pnoe- | breathing |
| procto- | anus/rectum |

| Word Root | Meaning |
|---------------------------|------------------------------------|
| prostato- | prostate/a male gland |
| pulmono- | lung |
| pyo- | pus |
| pyro- | fever |
| recto- | rectum |
| rhino- | nose |
| salpingo- | fallopian/uterine tube |
| sigmoido- | sigmoid colon |
| spleno- | spleen |
| steato- | fat |
| stoma- /stomato- | mouth |
| thermo- | heat |
| thoraco- | chest/thorax |
| thrombo- | blood clot |
| thyro- | thyroid/gland in neck |
| tonsillo- | tonsils/lymph gland |
| tox-/toxico- | poison |
| tracheo- | windpipe/trachea |
| tympano- | ear drum |
| uretero- | ureter/tube from kidney |
| urethro- | urethra/tube from bladder |
| utero- | womb |
| vaso- | vessel |
| veno- | vein |
| ventrico- /ventriculo- | ventricle (lower chamber of heart) |

Suffixes

| Suffix | Meaning | Suffix | Meaning |
|-------------|-------------------------------------|------------|---------------------------------------|
| -a | condition of | -oid | likeness/resembling |
| -aemia | blood | -ology | study of/science of |
| -ac | concerning/pertaining | -oma | tumour |
| -al | concerning/pertaining to | -opia | condition of the eye |
| -algia | pain | -orrhage | burst forth/ bleeding |
| -blast | immature cell | -orrhagia | condition of heavy bleeding |
| -cele | swelling/protrusion | -orrhaphy | sew/repair |
| -centesis | to puncture/tapping | -orrhoea | flow/discharge |
| -cide | kill/destroy | -oscopy | examination with a lighted instrument |
| -cyte | cell | -osis | condition of |
| -desis | binding together | -ostomy | artificial opening into |
| -dynia | pain | -otomy | cutting into/dividing/incision |
| -ectasis | dilatation | -para | given birth |
| -ectomy | surgical removal of | -pathy | disease |
| -gen | producing/forming | -penia | lack of/decreased |
| -genesis | forming or origin | -pexy | fixation of |
| -genic | producing or forming | -phagia | swallowing |
| -gram | picture/tracing | -phasia | speech |
| -graph | machine that records/tracing | -philia | liking/loving/affinity for |
| -graphy | procedure of recording/tracing | -phobia | irrational fear |
| -gravida | pregnancy | -phylaxis | protection/prevention |
| -ia/-iasis | condition of/state of | -plasia | formation |
| -iac | pertaining to | -plasty | form/mould/reconstruct |
| -iatic | pertaining to medicine/physician | -plegia | paralysis |
| -ic | concerning/pertaining to | -pnoea | breathing |
| -iosis/-ism | condition of/state of | -ptosis | drooping/falling |
| -itis | inflammation of | -rrhythmia | rhythm |
| -lith | stone | -sclerosis | hardening |
| -lithiasis | condition/presence of stones | -scope | lighted instrument used to examine |
| -lysis | destruction/splitting/breaking down | -stasis | cessation of movement/flow |
| -malacia | softening | -stenosis | narrowing |
| -megaly | enlargement of | -tome | cutting instrument |
| -meter | measure | -tripsy | crushing |
| -natal | birth | -trophy | nourishment/food |
| -oedema | swelling caused by excess fluid | -uria | condition of urine |

Appendix 6 Level 2 Medical specialities

| Term | Meaning |
|---------------------|---|
| | Study of the conditions, disease and treatment of: |
| Cardiology | The heart and blood vessels |
| Dermatology | The skin |
| Endocrinology | Endocrine system ie hormones and ductless glands |
| Gastroenterology | Digestive system |
| Genitourinary | Urinary and male reproductive system |
| Geriatrics | Elderly/old people |
| Gynaecology | Female reproductive system |
| Haematology | Blood |
| Immunology | The immune ie defence system of the body |
| Nephrology | The urinary system including the kidney |
| Neurology | The nervous system |
| Obstetrics | Pregnancy and childbirth |
| Oncology | Tumours including cancer |
| Ophthalmology | Eyes |
| Orthopaedics | Locomotor system/bones and joints |
| Otorhinolaryngology | Ear nose and throat |
| Paediatrics | Children |
| Psychiatry | Mental illness |
| Rheumatology | Connective tissue |
| Urology | The urinary system |
| Venereology | Sexually transmitted disease |
| | Miscellaneous |
| Anaesthesiology | Study of speciality concerning control of sensation and resuscitation |
| Cytology | Microscopic study of cells |
| Bacteriology | Microscopic study of bacteria ie a classification of micro-organism |
| Biochemistry | Study of the chemical contents and processes of the body |
| Histology | Microscopic study of tissues |
| Histopathology | Microscopic study of disease of tissues |
| Microbiology | Microscopic study of micro-organisms (too small to be seen unless under a microscope) |
| Pathology | Study of disease; its effects and causes |
| Forensic pathology | Study of criminal investigation concerning disease/death |
| Radiology | Study of the use of X-rays in diagnosis and treatment |

Appendix 7 Level 2 Pharmaceutical abbreviations

| Abbreviation | Meaning |
|---|---------------------------------------|
| *Prescription directions | |
| ac | Before food |
| bd | Twice daily |
| od | Every day |
| om | Every morning |
| on | Every night |
| pc | After food |
| prn | When required/whenever necessary |
| qds | Four times daily |
| qqh | Every four hours |
| stat | At once/immediately |
| tds | Three times daily |
| tid | Three times daily |
| Modes of administration and units of measurement | |
| im or i/m or IM | Intra-muscular |
| iv or i/v or IV | intravenous |
| g | gram |
| mcg (not used in prescriptions) | microgram |
| mg | milligram |
| ml | millilitre |
| L or l | litre |
| Miscellaneous | |
| BNF | British National Formulary |
| BP | British Pharmacopoeia |
| MIMS | Monthly index of medical specialities |
| NP | Proper name/named |
| OTC | Over the counter |
| rep | Repeat/let it be repeated |
| R _x | Take/recipe/treatment |
| SI | International System (of measurement) |
| TTA | To take away |

Legal classification

| | |
|-------|----------------------------|
| CD/cd | Controlled drug |
| GSL | General Sales List |
| P | Pharmacy only |
| POM | Prescription only medicine |
| MODA | Misuse of Drugs Act |

Types of drugs

| | |
|-------|-------------------------------------|
| HRT | Hormone replacement therapy |
| NSAID | Nonsteroidal anti-inflammatory drug |
| PPI | Proton pump inhibitor |

*Candidates will only be tested on the approved abbreviations in the BNF (as stated in the assessment criteria). Centres may teach common variations eg bid, qid but these will **not** be tested.

Appendix 8 Recommended booklist

| | | |
|---------------------------------------|---|---|
| Bird, Mary | Medical Terminology & Clinical Procedures 3rd Edition (Amended) | National Services for Health Improvement (NSHI) – discount available to City & Guilds / AMSPAR candidates Tel 01622 792230 It can be purchased online with any credit card directly from www.nshi.co.uk or from any bookshop |
| Gyls, Barbara A & Wedding, Mary Ellen | Medical Terminology: A Systems Approach (American spellings) | FA Davis Company |
| Joint Formulary Committee | British National Formulary | British Medical Association and Royal Pharmaceutical Society of Great Britain |
| Weller, Barbara F | Baillières Nurses' Dictionary | Baillière Tindall |
| Watson, Roger | Anatomy and Physiology for Nurses | Baillière Tindall |

Appendix 9 Sample question paper

This specimen paper gives an idea of the type of questions candidates will be expected to answer, together with sample answers (**alternative** answers are given or as 'OR' in appropriate cases.) Please note that any answer, in your own words, which demonstrates a clear understanding of terms or meanings, will be accepted. If you give more than one answer to a question, only your first answer will be considered.

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4415-200

Level 2 Award in Medical Terminology

4419-220

**Level 2/3 Certificate/Diploma in Medical
Administration/Secretaries**

Medical Terminology

SAMPLE PAPER

**You should have the
following for this examination**

- a pen with black or blue ink
-

Fill in these particulars

Centre number

SUB

Candidate number

Candidate's name

Candidate's signature

General instructions

- The duration of this paper is 1 hour.
- Read each question carefully.
- The maximum marks for each question are shown.
- Answer **all five** questions. All parts of all questions must be answered.
- All answers must be written in the appropriate spaces provided on the examination paper.
- Dictionaries are **not** allowed.
- Under no circumstances must answer papers be removed from the examination room by the candidate.
- Marks will **not** be awarded for incorrectly spelt medical terms. Both UK English and American English spelling will be acceptable. Whichever form is used it should be applied consistently throughout the paper.

For examiner's use only

| | |
|-------|-------|
| Q1 | _____ |
| Q2 | _____ |
| Q3 | _____ |
| Q4 | _____ |
| Q5 | _____ |
| Total | _____ |

1 a) State the meaning of the following word parts. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

| | | |
|----|----------|-----------------------|
| 1 | A- | ABSENCE OF |
| 2 | Peri- | AROUND |
| 3 | Arthr/o | JOINT |
| 4 | Cardi/o | HEART |
| 5 | Hyster/o | WOMB |
| 6 | Osteo | BONE |
| 7 | Nephro- | KIDNEY |
| 8 | -algia | PAIN |
| 9 | -ectasis | DILATATION/STRETCHING |
| 10 | -ology | SCIENTIFIC STUDY OF |

(10 marks)

b) Identify a medical term and define its meaning to illustrate the use of the **first four** word parts in question 1a) above. Each word part is only to be used once. Print clearly in BLOCK CAPITALS.

Below are examples of answers which may be given.

| Term | Meaning |
|-------------|---------------------------------|
| APNOEA | ABSENCE OF BREATHING |
| PERINATAL | AROUND THE TIME OF BIRTH |
| ARTHRITIS | INFLAMMATION OF A JOINT |
| CARDIAC | CONCERNING THE HEART |

(8 marks) (Total marks 18)

2 Define the meaning of **each** of the following medical terms. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

| | | |
|----|-----------------|---|
| 1 | Dysmenorrhoea | PAINFUL PERIODS |
| 2 | Tracheostomy | ARTIFICIAL OPENING INTO THE WIND-PIPE |
| 3 | Nephroma | TUMOUR OF THE KIDNEY |
| 4 | Laryngitis** | INFLAMMATION OF THE VOICE-BOX |
| 5 | Pyrexia | FEVER/RAISED TEMPERATURE |
| 6 | Rhinoplasty | RESHAPING THE NOSE |
| 7 | Endoscopy | EXAMINATION OF THE INSIDE OF A HOLLOW ORGAN WITH A LIGHTED INSTRUMENT |
| 8 | Enuresis | BEDWETTING/INVOLUNTARY PASSING OF URINE/URINARY INCONTINENCE |
| 9 | Osteomalacia | SOFTENING OF BONE |
| 10 | Cholecystectomy | SURGICAL REMOVAL OF THE GALLBLADDER |
| 11 | Costal | CONCERNING THE RIB |
| 12 | Herniorrhaphy | REPAIR OF A HERNIA |
| 13 | Erythrocyte | RED BLOOD CELL |
| 14 | Laparotomy | CUTTING INTO THE ABDOMINAL WALL |
| 15 | Pleurisy | INFLAMMATION OF THE MEMBRANE COVERING THE LUNGS |

(15 marks)

** where the word part may be used in the answer eg laryngitis meaning 'inflammation of the larynx', it is necessary to define the structure in lay terms ie voice-box OR 'inflammation of the larynx ie the voice-box'

3 a) Match the following terms with their correct meanings. Place the number of the word listed in column A in the box against the appropriate meaning found in column B. **Three** meanings are **not** appropriate.

| A | | B |
|----------|------------|--|
| 1 | Hemiplegia | <input type="text"/> Absence of swallowing |
| 2 | Paraplegia | <input type="text" value="3"/> Upper arm bone |
| 3 | Humerus | <input type="text" value="4"/> Collar bone |
| 4 | Clavicle | <input type="text" value="5"/> Unable to speak |
| 5 | Aphasia | <input type="text" value="1"/> Paralysis of one side of the body |
| | | <input type="text"/> Paralysis of all four limbs |
| | | <input type="text" value="2"/> Paralysis in both legs |
| | | <input type="text"/> Shoulder blade |

(5 marks)

b) Match the following word parts with their correct meanings. Place the number of the word part listed in column A in the box against the appropriate meaning found in column B. **Three** meanings are **not** appropriate.

| A | | B |
|----------|---------|--|
| 1 | Adeno | <input type="text" value="4"/> Alongside |
| 2 | Hepato- | <input type="text" value="3"/> Stomach |
| 3 | Gastro- | <input type="text" value="2"/> Liver |
| 4 | Para- | <input type="text"/> Kidney |
| 5 | Poly- | <input type="text" value="1"/> A gland |
| | | <input type="text" value="5"/> Many |
| | | <input type="text"/> Abdomen |
| | | <input type="text"/> All |

(5 marks)

(Total marks 10)

4 a) Identify the medical term for the following. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

| | | |
|---|---|-------------|
| 1 | Removal of the stomach | GASTRECTOMY |
| 2 | Blood in the urine | HAEMATURIA |
| 3 | Artificial opening into the large intestine | COLOSTOMY |
| 4 | Discharge from the ear | OTORRHOEA |
| 5 | Inflammation of the fallopian/uterine tubes | SALPINGITIS |
| 6 | Enlargement of an organ with its own tissue | HYPERTROPHY |
| 7 | Cutting into the bladder | CYSTOTOMY |
| 8 | A kidney stone | NEPHROLITH |

(16 marks)

b) Define the meaning of the following medical specialities. Print clearly in BLOCK CAPITALS.

| | | |
|---|--------------|---|
| 1 | Histology | MICROSCOPIC STUDY OF TISSUES |
| 2 | Paediatrics | STUDY OF CONDITIONS, DISEASES AND TREATMENT OF CHILDREN |
| 3 | Gynaecology | STUDY OF CONDITIONS, DISEASES AND TREATMENT OF THE FEMALE REPRODUCTIVE SYSTEM |
| 4 | Orthopaedics | STUDY OF CONDITIONS, DISEASE AND TREATMENT OF BONES & JOINTS /LOCOMOTOR SYTEM |
| 5 | Haematology | STUDY OF CONDITIONS, DISEASES AND TREATMENT OF BLOOD |

(5 marks)

(Total marks 21)

5 State the meaning of the following **pharmaceutical** abbreviations. Latin meanings are **not** required. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

- | | | |
|---|-----|----------------------------------|
| 1 | prn | WHEN REQUIRED/WHENEVER NECESSARY |
| 2 | bd | TWICE DAILY |
| 3 | tds | THREE TIMES DAILY |
| 4 | mg | MILLIGRAM |
| 5 | om | EVERY MORNING |
| 6 | POM | PRESCRIPTION ONLY MEDICINE |

(6 marks)

(Total marks 6)

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