

## Unit 364

## Medical principles for the administrator

<b>UAN:</b>	<b>M/505/1268</b>
<b>Level:</b>	3
<b>Credit value:</b>	9
<b>GLH:</b>	78
<b>Aim:</b>	The aim of this unit is to equip the learner with specialised medical knowledge of administration in a healthcare environment. It will enable the learner to understand health promotion (HP) and the role of the medical administrator in giving advice on health. They will learn how to maintain a safe and healthy environment through the prevention of infection and how the principles of medical ethics, etiquette and confidentiality apply to medical administration. The learner will also develop an understanding of the work of the pathology and clinical imaging departments and a basic knowledge of drug classification, human anatomy and physiology.

<b>Learning outcome</b>
The learner will: 1. Understand the principles of Preventive Medicine
<b>Assessment criteria</b>
The learner can: 1.1 explain the role of <b>Preventive Medicine</b> (PM) in a medical environment 1.2 identify <b>health aspects</b> routinely targeted by PM 1.3 describe the range of advice given in <b>areas</b> targeted by PM 1.4 explain the <b>role</b> of the medical administrator in supporting PM 1.5 explain the purpose of <b>screening and diagnostic tests</b> .

<b>Range</b>
<b>Preventive Medicine</b> To include Health Promotion
<b>Health aspects</b> Diabetes, cardiovascular disease, pulmonary disease, cancer, childhood and adult infections, sexual health
<b>Areas</b> Holiday health, cardiovascular disease, pulmonary disease, sexual health, cancer, diabetes, childhood and adult infections
<b>Role</b> Tasks, limitations
<b>Screening and diagnostic tests</b> maternity services, child health, cancer, cardiovascular and pulmonary disease.

<b>Learning outcome</b>
The learner will: 2. Understand the principles of infection
<b>Assessment criteria</b>
The learner can: 2.1 state the different <b>types</b> of pathogenic micro-organisms 2.2 describe the <b>ways</b> in which pathogenic micro-organisms may enter the human body 2.3 describe the <b>indications</b> of infection in the body 2.4 identify the legislation that governs hazardous substances in a medical environment 2.5 explain <b>methods</b> of controlling cross infection in a medical environment.

<b>Range</b>
<b>Types</b> Bacteria, viruses, fungi, protozoa,
<b>Ways</b> Inhalation, ingestion, inoculation, body fluids, via the placenta
<b>Indications</b> Signs, symptoms
<b>Methods</b> Collection, labelling and storage of specimens containing body fluids, disposal of clinical and general waste, disposal of sharps, removal of spilt body fluids, general cleaning routines.

<b>Learning outcome</b>
The learner will: 3. Understand the role and function of the Diagnostic Departments
<b>Assessment criteria</b>
The learner can: 3.1 describe the work of the main <b>sections</b> of the <b>Diagnostic Departments</b>

- 3.2 describe the key job roles in the Diagnostic Departments
- 3.3 explain the ways in which **individuals** are protected from the harmful effects of radiation.

**Range**

**Diagnostic Departments**

Pathology Department, Clinical Imaging Department

**Sections**

Pathology Department

Microbiology, Haematology, Biochemistry, Histopathology/Cytology, Clinical Imaging Department,

General/simple X-ray, MRI (Magnetic Resonance Imaging), CAT/CT/ (Computerised Axial Tomography), Ultrasound, Positive emission tomography, (PET), Bone scans (Scintigrams) Ultrasound, use of contrast mediums

**Individuals**

Staff and public

**Learning outcome**

The learner will:

- 4. Understand the principles of medical ethics and medical etiquette

**Assessment criteria**

The learner can:

- 4.1 explain medical ethics and medical etiquette
- 4.2 explain the **importance** of maintaining patient confidentiality
- 4.3 describe how confidentiality can be maintained within a healthcare environment.

**Range**

**Importance**

To the patient, to the healthcare staff

**Learning outcome**

The learner will:

- 5. Understand the principles regarding drugs used in medicine

**Assessment criteria**

The learner can:

- 5.1 explain the role and responsibilities of a **pharmacist**
- 5.2 describe the current acts which control the production, storage and prescribing of drugs in the UK
- 5.3 identify the **publications** which give information regarding the drugs and medical dressings licensed for use in the UK
- 5.4 explain the meaning of generic and proprietary drug names
- 5.5 describe the **classification of drugs**.

<b>Range</b>
<p><b>Pharmacist</b> Hospital pharmacist, community pharmacist</p> <p><b>Publications</b> MIMS (Monthly Index of Medical Specialities), BNF (British National Formulary) and the BP (British Pharmacopoeia)</p> <p><b>Classification of drugs</b> See list in Appendix 5 in the Medical admin unit pack.</p>

<b>Learning outcome</b>
<p>The learner will:</p> <p>6. Understand the anatomy and physiology of the organs of the human body</p>
<b>Assessment criteria</b>
<p>The learner can:</p> <p>6.1 identify the main <b>bones</b> in the human body</p> <p>6.2 describe the main <b>organs</b> of the human body.</p>

<b>Range</b>
<p><b>Bones</b> Medical name, position See list in Appendix 6 in the Medical admin unit pack.</p> <p><b>Organs</b> Medical name, position, function and the system/s to which they belong. See list in Appendix 7 in the Medical admin unit pack.</p>