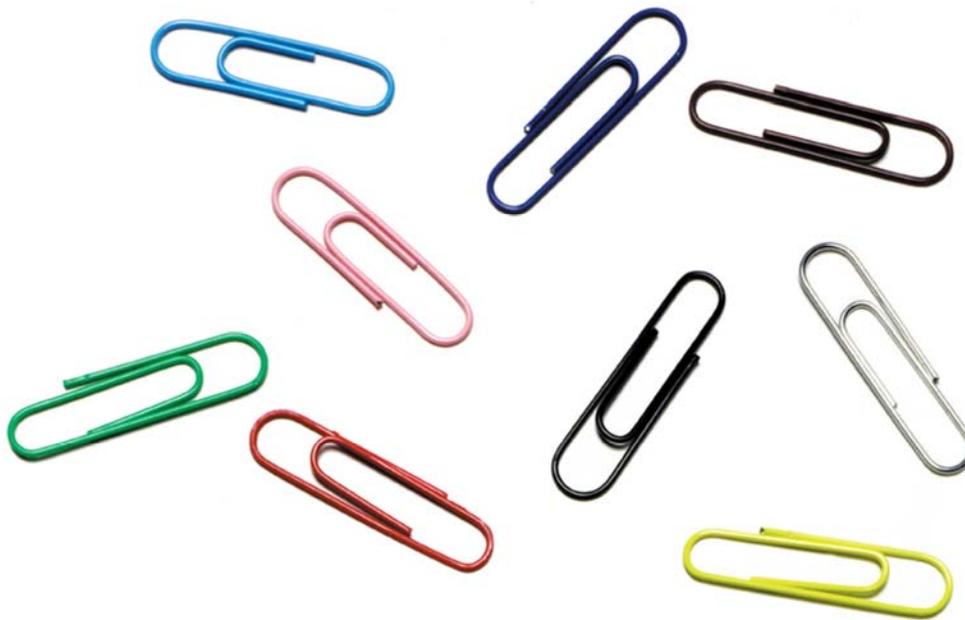




AMSPAR

# Level 3 Certificate in Medical Terminology (4415-02)

Qualification handbook  
Ofqual ref: 500/4110/1



## About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

## City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

## Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

## Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2008 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- 1.0 centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- 2.0 learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

## Publications

City & Guilds publications are available on the City & Guilds website or from our Customer Relations department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 2405.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

## City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

[www.cityandguilds.com](http://www.cityandguilds.com)

[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

# Level 3 Certificate in Medical Terminology (4415-02)



---

[www.cityandguilds.com](http://www.cityandguilds.com)  
September 2008  
Version 3 (Oct 10)

**This page is intentionally blank**

# Contents

<b>1</b>	<b>About this document</b>	<b>7</b>
<b>2</b>	<b>About the Level 3 Certificate in Medical Terminology (4415-02)</b>	<b>8</b>
2.1	Accreditation details	8
2.2	Aims of the qualification	9
2.3	Rules of combination	10
2.4	Sources of information and assistance	11
<b>3</b>	<b>Candidate entry and progression</b>	<b>13</b>
<b>4</b>	<b>Centre requirements</b>	<b>14</b>
4.1	Centre, qualification and fast track approval	14
4.2	Resource requirements	15
4.3	Administration, registration and certification	16
4.4	Quality assurance	17
<b>5</b>	<b>Course design and delivery</b>	<b>18</b>
5.1	Initial assessment and induction	18
5.2	Recommended delivery strategies	19
5.3	Data protection, confidentiality and legal requirements	20
<b>6</b>	<b>Relationship to other qualifications</b>	<b>21</b>
6.1	Key skills	21
<b>7</b>	<b>Assessment</b>	<b>22</b>
7.1	Summary of assessment requirements	22
<b>8</b>	<b>Units</b>	<b>23</b>
8.1	About the units	23
<b>Unit 300</b>	<b>Medical Terminology (Level 3)</b>	<b>25</b>
Outcome 1	Know the structure and meaning of medical terms	27
Outcome 2	Know the medical terminology related to the body structure, functions and processes	28
Outcome 3	Know the medical terminology related to the skeletal / locomotor system	29
Outcome 4	Know the medical terminology related to blood	31
Outcome 5	Know the medical terminology related to the cardiovascular system	32
Outcome 6	Know the medical terminology related to the lymphatic system	33
Outcome 7	Know the medical terminology related to the respiratory system	34
Outcome 8	Know the medical terminology related to the digestive system	35
Outcome 9	Know the medical terminology related to the urinary system	36
Outcome 10	Know the medical terminology related to the nervous system (including mental health)	37

Outcome 11	Know the medical terminology related to the male reproductive system	38
Outcome 12	Know the medical terminology related to the female reproductive system (including pregnancy and childbirth)	39
Outcome 13	Know the medical terminology related to the endocrine system	40
Outcome 14	Know the medical terminology related to the skin	41
Outcome 15	Know the medical terminology related to the sensory organs (the eye, the ear the nose and the mouth)	42
Outcome 16	Know the medical terminology related to the Immune system and body's response to infection including preventive medicine	44
Outcome 17	Know the medical terminology related to clinical imaging	45
Outcome 18	Know the medical terminology related to drugs and prescribing	46
Outcome 19	Know a range of other medical terminology within the proscribed areas:	47
<b>Appendix 1</b>	<b>Sources of information about level accreditation, qualification and credit frameworks and level descriptors</b>	<b>49</b>
<b>Appendix 2</b>	<b>Obtaining centre and qualification approval</b>	<b>50</b>
<b>Appendix 3</b>	<b>Summary of City &amp; Guilds assessment policies</b>	<b>51</b>
<b>Appendix 4</b>	<b>Funding</b>	<b>53</b>
<b>Appendix 5</b>	<b>Level 3 - Word part list</b>	<b>54</b>
<b>Appendix 6</b>	<b>Level 3 Pharmaceutical abbreviations</b>	<b>61</b>
<b>Appendix 7</b>	<b>Level 3 Medical abbreviations</b>	<b>63</b>
<b>Appendix 8</b>	<b>Recommended booklist</b>	<b>70</b>
<b>Appendix 9</b>	<b>Sample question paper</b>	<b>71</b>

# 1 About this document

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

---

**Level 3 Certificate in Medical Terminology** (4415-02)

**QCA accreditation number**                      **500/4110/1**

---

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 3 Certificate in Medical Terminology (4415-02)

### 2.1 Accreditation details

#### Accreditation details

This qualification is

- accredited by Ofqual at Level 3 of the QCF
- it also forms part of the 4419 Level 3 Diploma in Medical Secretaries as optional unit (4419-330)

#### Qualifications and Credit Framework (QCF)

The QCF replaces the National Qualifications Framework (NQF) in England and Northern Ireland, and is intended to replace the regulated pillar within the Qualifications and Credit Framework for Wales (CQFW). It is also intended to align with the Scottish Credit and Qualifications Framework (SCQF).

The QCF provides a way of recognising achievement through the award of credit for units and qualifications. Units within the framework are allocated a:

- level to indicate the level of difficulty
- credit value to indicate the size of the unit. 10 hours of learning time = 1 credit value.

Learning time is a notional measure of the amount of time a typical candidate might be expected to take to complete all the learning relevant to achievement of the learning outcomes. It differs from Guided Learning Hours (GLH) which represent only those hours a tutor/trainer or facilitator are present and contributing to the learning process because it takes into account all learning relevant to the learning outcomes regardless of where, when and how it has taken place.

The QCF recognises learning by awarding credit each time a candidate successfully completes a unit. Candidates can accumulate and transfer credit achievement over time.

A unit is the smallest part of learning for which credit is awarded. Candidates can also gain credit for full qualifications.

For further information about the QCF, CQFW and the SCQF, please refer to the websites for each country listed at Appendix 1.

## **2 About the Level 3 Certificate in Medical Terminology (4415-02)**

### **2.2 Aims of the qualification**

Medical terminology is at the heart of healthcare, whether NHS or private and is used in every specialty. If you are a secretary, receptionist, manager or, indeed, employed in any administrative grade, the chances are that you will need a good grasp of medical terminology to do your job effectively.

This well-respected qualification is suitable for those working in health care who wish to add a medical terminology qualification to their skills and knowledge or for individuals thinking about changing career direction. This programme can be studied through a City & Guilds approved centre or at home.

This medical terminology certificate has become increasingly popular and, with a pass mark of 75%, represents real ability in medical terminology. It is a widely recognised qualification and would be a rewarding addition to your skills and qualifications.

The aims of this qualification is to:

- meet the needs of candidates who work or want to work as:
  - Ambulance person
  - Emergency Services Control Room Staff
  - GP Practice Manager
  - Healthcare Assistant
  - Medical Receptionist
  - Medical Secretary
- provide valuable accreditation of skills and/or knowledge for candidates, without requiring or proving occupational competence.

## 2 About the Level 3 Certificate in Medical Terminology (4415-02)

### 2.3 Rules of combination

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

Accreditation unit reference	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value
L/501/7452	Unit 300	Medical Terminology	Mandatory	14

---

## 2 About the Level 3 Certificate in Medical Terminology (4415-02)

### 2.4 Sources of information and assistance

#### Related publications

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

Publication	Available from
Promotional materials	<a href="http://www.cityandguilds.com/AMSPAR">www.cityandguilds.com/AMSPAR</a>
fast track approval forms	<a href="http://www.cityandguilds.com/AMSPAR">www.cityandguilds.com/AMSPAR</a>

#### Other essential City & Guilds documents

There are other City & Guilds documents which contain general information on City & Guilds qualifications:

- 1.0 *Providing City & Guilds qualifications – a guide to centre and qualification approval***  
contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification.
- 2.0 *Ensuring quality***  
contains updates on City & Guilds assessment and policy issues.
- 3.0 *Centre toolkit***  
contains additional information on *Providing City & Guilds qualifications*, in a CD-ROM, which links to the internet for access to the latest documents, reference materials and templates. The *Centre Toolkit* is sent to centres when they receive approved centre status. It is also available from to order at an additional cost.
- 4.0 *Online catalogue/shop***  
contains details of general regulations, registration and certification procedures and fees.

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.

## City & Guilds websites

Website	Address	Purpose and content
City & Guilds main website	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>	This is the main website for finding out about the City & Guilds group, accessing qualification information and publications.
SmartScreen	<a href="http://www.smartscreen.co.uk">www.smartscreen.co.uk</a>	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	<a href="http://www.walled-garden.com">www.walled-garden.com</a>	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
<a href="mailto:Learnersupport@cityandguilds.com">Learnersupport@cityandguilds.com</a>	all learner enquiries, including <ul style="list-style-type: none"><li>• requesting a replacement certificate</li><li>• information about our qualification</li><li>• finding a centre.</li></ul>
<a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a>	all centre enquiries
<a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a>	all enquiries relating to the Walled Garden, including <ul style="list-style-type: none"><li>• setting up an account</li><li>• resetting passwords.</li></ul>

## AMSPAR website

Website	Address	Purpose and content
AMSPAR main website	<a href="http://www.amspar.com">www.amspar.com</a>	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
<a href="mailto:info@amspar.com">info@amspar.com</a>	for general enquiries

## **3 Candidate entry and progression**

### **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.

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 18, and City & Guilds cannot accept any registrations for candidates in this age group.

### **Progression**

On the successful completion of this course, learners can move on to the 4419 Level 3 Diploma for Medical Secretaries for which they will have gained automatic achievement of unit 4419-330 Medical Terminology 3. Alternatively, as a vocational qualification, learners are well placed to gain employment in the field of medical administration.

## 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 Centre requirements

### 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 qualifications 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](http://www.cityandguilds.com).

Staff delivering this qualification must also be able to demonstrate that they are 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 they 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 Centre requirements

### 4.3 Administration, registration and certification

#### **City & Guilds' administration**

Full details of City & Guilds' administrative procedures for this qualification are provided in the Online Catalogue. 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 Online Catalogue.

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](http://www.cityandguilds.com)).

#### **Regulations for the conduct of examinations**

Regulations for the conduct of examinations for online and written examinations are given in Providing City & Guilds qualifications - a guide to centre and qualification approval and in the Online Catalogue. 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 2.4 Rules of combination.

## 4 Centre requirements

### 4.4 Quality assurance

This information is a summary of quality assurance requirements.

Providing City & Guilds qualifications and in the Centre toolkit provide 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 Course design and delivery**

### **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. Relationship tables are provided section to assist centres with the design and delivery of the qualification.

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

## **5 Course design and delivery**

### **5.3 Data protection, confidentiality and legal requirements**

#### **Data protection and confidentiality**

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 Providing City & Guilds qualifications.

#### **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 Relationship to other qualifications**

### **6.1 Key skills**

A course of study leading to the Level 3 Certificate in Medical Terminology may provide opportunities for generating evidence on which candidates can be assessed in the Key Skill of Problem Solving at level 3 and Working with Others 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 a short answer test.

#### Grading and marking

The qualification will be graded as follows:

75% - 85% Pass	Candidates will show a satisfactory knowledge and understanding of the areas of the specification that are being tested..
86% - 92% Merit	Candidates will show a good knowledge and understanding of the areas of the specification that are being tested.
93% -100% Distinction	Candidates will show an excellent knowledge and understanding of the areas of the specification that are being tested.
Less than 75% 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 on 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**

### 8.1 About the units

#### **Availability of units**

The unit for this qualification follows.

#### **Structure of units**

The unit in this qualification is 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
- reading list

**This page is intentionally blank**

**Level:** 3

**Credit value:** 14

### **Unit Aims**

The aim of this unit is to enable learners, to demonstrate a high level of knowledge in the field of medical terminology. It may help candidates to gain employment in the medical field in an administrative, clerical or secretarial role.

### **Learning outcomes**

There are nineteen outcomes to this unit. The candidate will:

- Know the structure and meaning of medical terms
- Know the meaning of medical terminology related to the body structure, functions and processes
- Know the meaning of medical terminology related to the blood
- Know the meaning of medical terminology related to the skeletal/locomotor system
- Know the meaning of medical terminology related to the cardiovascular system
- Know the meaning of medical terminology related to the lymphatic system
- Know the meaning of medical terminology related to the respiratory system
- Know the meaning of medical terminology related to the digestive system
- Know the meaning of medical terminology related to the urinary system
- Know the meaning of medical terminology related to the nervous system (including mental health)
- Know the meaning of medical terminology related to the male reproductive system
- Know the meaning of medical terminology related to the female reproductive system (including pregnancy and childbirth)
- Know the meaning of medical terminology related to the endocrine system
- Know the meaning of medical terminology related to the skin
- Know the meaning of medical terminology related to the sensory organs (the eye, the ear, the nose and mouth)
- Know the meaning of medical terminology related to the immune system and body's response to infection including preventive medicine
- Know the meaning of medical terminology related to the clinical imaging
- Know the meaning of medical terminology related to the drugs and prescribing
- Know a range of other medical terminology within the proscribed areas

## **Guided learning hours**

It is recommended that 60 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 Level 3
- Working with Others Level 2

## **Assessment and grading**

This unit will be assessed by:

An externally set and marked short answer test

## Unit 300

## Medical Terminology (Level 3)

### Outcome 1

Know the structure and meaning of medical terms

#### Assessment Criteria

The candidate will be able to:

- 1.1 give a/the definition of individual prefixes, suffixes and roots (medical word parts)
- 1.2 produce a medical word part from a given definition
- 1.3 use word parts to produce an appropriate medical term and define the medical term.

#### Assessment criteria explained

- The above word parts will be from a given list (see Appendix 5).
- Candidates will be expected to be able to combine word parts correctly using combining vowels where necessary.

NB: The word part list in Appendix 5 can be referred to as a framework for other learning outcomes however candidates will need to know the **full range** of terminology in relation to the individual body systems .

## Unit 300

## Medical Terminology (Level 3)

### Outcome 2

Know the medical terminology related to the body structure, functions and processes

#### Assessment Criteria

The learner will be able to:

- 2.1 show an understanding of medical terminology related to the body structure, functions and processes by producing concise descriptions of medical terms
- 2.2 construct medical terms related to the body structure, functions and processes when given a description of the term
- 2.3 construct appropriate medical terms from a given medical word part
- 2.4 state the meaning of abbreviations in the medical field

#### Assessment criteria explained

The learner should be able to identify and give definitions of terms relating to:

- cells
- types of tissues
- glands
- membranes ie: mucous, synovial, serous
- anatomical areas and planes
- body cavities
- body regions
- body systems
- diseases, disorders and conditions of the blood
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 3

Know the medical terminology related to the skeletal / locomotor system

#### Assessment Criteria

The candidate will be able to:

- 3.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 3.2 construct medical terms related to this system when given a description of the term
- 3.3 construct appropriate medical terms from a given medical word part
- 3.4 state the meaning of abbreviations in the medical field.

#### Assessment criteria explained

The learner should be able to identify and give definitions of terms relating to:

- the skeleton:
  - axial
    - skull
      - cranium – frontal, occipital, frontal, parietal, ethmoid, sphenoid
      - maxilla
      - mandible
      - zygomatic/malar
      - nasal
      - lacrimal
      - palatine
      - turbinate
    - hyoid
  - vertebrae – atlas, axis, cervical, thoracic, lumbar, sacral, coccyx , rib cage, sternum
  - appendicular
    - scapula, clavicle
    - pelvic girdle, (innominate) ilium, ischium, pubis, sacrum
    - humerus, radius, ulna, carpals, metacarpals, phalanges
    - femur, tibia, fibula, patella, tarsals, metatarsals, phalanges
  - ossicles
  - joints
  - bursae
  - tendons
  - ligaments
  - muscles – types of muscles eg striated (candidates will not be assessed on the names of muscles but these can be taught)
- diseases, disorders and conditions of the skeletal/locomotor system
- procedures, diagnostic procedures and equipment used with this body system.



## Unit 300

## Medical Terminology (Level 3)

### Outcome 4

Know the medical terminology related to blood

#### Assessment Criteria

The candidate will be able to:

- 4.1 show an understanding of medical terminology related to the blood by producing concise descriptions of medical terms
- 4.2 construct medical terms related to the blood when given a description of the term
- 4.3 construct appropriate medical terms from a given medical word part
- 4.4 state the meaning of abbreviations in the medical field.

#### Assessment criteria explained

The learner should be able to identify and give definitions of terms relating to:

- individual blood cells
  - erythrocytes - reticulocytes, erythroblasts
  - leucocytes - polymorphonuclear, (phagocytes), eosinophils, neutrophils, basophils
  - lymphocytes - monocytes
  - thrombocytes/platelets
- plasma/serum
- diseases, disorders and conditions of the blood
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 5

Know the medical terminology related to the cardiovascular system

### Assessment Criteria

The candidate will be able to:

- 5.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 5.2 construct medical terms related to this system when given a description of the term
- 5.3 construct appropriate medical terms from a given medical word part
- 5.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to:

- the heart structures
  - pericardium
  - myocardium
  - endocardium,
  - heart chambers - atria, ventricles, valves, septum, nodes
- types of blood vessels
  - major blood vessels:
    - arteries – aorta
    - veins – venae cavae
  - minor blood vessels:
    - arterioles
    - venules
    - capillaries
- diseases, disorders and conditions of the cardiovascular system.
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 6

Know the medical terminology related to the lymphatic system

### Assessment Criteria

The candidate will be able to:

- 6.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 6.2 construct medical terms related to this system when given a description of the term
- 6.3 construct appropriate medical terms from a given medical word part
- 6.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to:

- lymphatic structures
  - lymph/tissue fluid
  - vessels
  - ducts
  - nodes (glands)
  - specialised lymph glands ie spleen, tonsils, adenoids, peyer's patches
  - immunity processes ie antibodies, antitoxins
- processes of infection
- body response
- diseases, disorders and conditions of the lymphatic system
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 7

Know the medical terminology related to the respiratory system

### Assessment Criteria

The candidate will be able to:

- 7.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 7.2 construct medical terms related to this system when given a description of the term
- 7.3 construct appropriate medical terms from a given medical word part
- 7.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- upper respiratory tract structure:
  - nose, pharynx, epiglottis, larynx, vocal chords, trachea,
- lower respiratory tract structure:
  - lungs - bronchi, bronchioli, alveoli
  - pleura
- thoracic cavity, diaphragm
- process of breathing/ventilation
- diseases, disorders and conditions of the respiratory system
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 8

Know the medical terminology related to the digestive system

### Assessment Criteria

The candidate will be able to:

- 8.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 8.2 construct medical terms related to this system when given a description of the term
- 8.3 construct appropriate medical terms from a given medical word part
- 8.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to:

- structures of the digestive system:
  - buccal cavity/mouth
  - pharynx
  - oesophagus
  - stomach and regions:
  - small intestine and regions
  - large intestine and regions
- mechanical process of digestion including peristalsis
- accessory organs of digestion ie teeth, tongue, salivary glands, pancreas, liver, gallbladder
- diseases, disorders and conditions of the digestive system and accessory organs of digestion
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

Outcome 9

Know the medical terminology related to the urinary system

### Assessment Criteria

The candidate will be able to:

- 9.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 9.2 construct medical terms related to this system when given a description of the term
- 9.3 construct appropriate medical terms from a given medical word part
- 9.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to:

- structures of the urinary system:
  - kidney and its regions – eg cortex, medulla, nephrons, calyx, pyramid, renal pelvis
  - ureters
  - bladder and its regions
  - urethra
- process of urine production eg filtration
- urinalysis and abnormalities
- diseases, disorders and conditions of the urinary system
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 10

Know the medical terminology related to the nervous system (including mental health)

### Assessment Criteria

The candidate will be able to:

- 10.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 10.2 construct medical terms related to this system when given a description of the term
- 10.3 construct appropriate medical terms from a given medical word part
- 10.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- central nervous system:
  - cerebrum, cerebellum, brain stem
  - cranial nerves
  - spinal cord and regions – cervical, thoracic, lumbar, sacral, cauda equina
  - meninges
- spinal nerves
- peripheral nervous system
- autonomic nervous system
- main types of mental illness – psychoses, neuroses
- diseases, disorders and conditions of the nervous system
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

Outcome 11

Know the medical terminology related to the male reproductive system

### Assessment Criteria

The candidate will be able to:

- 11.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 11.2 construct medical terms related to this system when given a description of the term
- 11.3 construct appropriate medical terms from a given medical word part
- 11.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- structures of the male reproductive system:
  - testes
  - scrotum
  - epididymis
  - penis
  - vas deferens
  - prostate gland
  - prepuce
  - seminal vesicles
  - urethra
  - perineum
- diseases, disorders and conditions of the male reproductive system
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 12

Know the medical terminology related to the female reproductive system (including pregnancy and childbirth)

### Assessment Criteria

The candidate will be able to:

- 12.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 12.2 construct medical terms related to this system when given a description of the term
- 12.3 construct appropriate medical terms from a given medical word part
- 12.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- structures of the female reproductive system:
  - ovaries
  - fallopian (uterine) tubes
  - uterus
  - cervix
  - vagina
  - perineum
  - vulva
  
- accessory organs - breast and its areas
- menstrual cycle
- diseases, disorders and conditions of the female reproductive system and obstetrics
- procedures, diagnostic procedures and equipment of this body system
- structures and stages of pregnancy including development of fertilized egg:
  - embryo
  - fetus – amnion, chorion, placenta, umbilical cord
  - trimesters
- diseases, disorders and conditions of the female reproductive system and obstetrics
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 13

Know the medical terminology related to the endocrine system

### Assessment Criteria

The candidate will be able to:

- 13.1 show an understanding of medical terminology related to this system by producing concise descriptions of medical terms
- 13.2 construct medical terms related to this system when given a description of the term
- 13.3 construct appropriate medical terms from a given medical word part
- 13.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- structures of the endocrine system:
  - pituitary gland
  - adrenal gland
  - thyroid gland
  - parathyroid glands
  - pancreas
  - ovaries
  - testes
  - thymus
  - pineal body
- hormone secretions
- diseases, disorders and conditions of the endocrine system
- procedures, diagnostic procedures and equipment used with this body system.

## **Unit 300      Medical Terminology (Level 3)**

Outcome 14      Know the medical terminology related to the skin

### **Assessment Criteria**

The candidate will be able to:

- 14.1 show an understanding of medical terminology related to the skin by producing concise descriptions of medical terms
- 14.2 construct medical terms related to this system when given a description of the term
- 14.3 construct appropriate medical terms from a given medical word part
- 14.4 state the meaning of abbreviations in the medical field.

### **Assessment criteria explained**

The candidate will be able to identify and give definitions of terms relating to the:

- structures of the skin
  - epidermis
  - dermis
  - subcutaneous layer
  - adrenal glands
  - appendages – nails, hair
- diseases, disorders and conditions of the skin
- procedures, diagnostic procedures and equipment used with this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 15

Know the medical terminology related to the sensory organs (the eye, the ear the nose and the mouth)

### Assessment Criteria

The candidate will be able to:

- 15.1 show an understanding of medical terminology related to the sensory organs by producing concise descriptions of medical terms
- 15.2 construct medical terms related to these organs when given a description of the term
- 15.3 construct appropriate medical terms from a given medical word part
- 15.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate will be able to identify and give definitions of terms relating to the:

- eye
  - eyeball
  - sclera
  - uveal tract - choroid, ciliary body, iris
  - retina
  - lens
  - cornea
  - conjunctiva
  - chambers - anterior and posterior
  - macula (fovea)
  - optic disc
  - fundus
  - aqueous humour
  - vitreous humour
  - lacrimal apparatus
  - eyelids
- ear
  - external ear – pinna, auditory canal
  - middle ear
    - tympanic membrane
    - eustachian tube
    - ossicles - malleus, incus, stapes
  - inner ear – vestibule, labyrinth, semicircular canals, cochlea
- mouth - tongue/ taste perception, papillae
- nose

- olfactory nerves for sensation of smell
- sinuses
- conchae
- diseases, disorders and conditions of these sensory organs
- procedures, diagnostic procedures and equipment used with this body system.

## **Unit 300**

## **Medical Terminology (Level 3)**

### Outcome 16

Know the medical terminology related to the Immune system and body's response to infection including preventive medicine

### **Assessment Criteria**

The candidate will be able to:

- 16.1 show an understanding of medical terminology related to this area by producing concise descriptions of medical terms
- 16.2 construct medical terms related to this area when given a description of the term
- 16.3 construct appropriate medical terms from a given medical word part
- 16.4 state the meaning of abbreviations in the medical field.

### **Assessment criteria explained**

The candidate should be able to identify and give definitions of terms relating to:

- infectious diseases eg measles, chicken-pox, smallpox, german measles
- the use of vaccines/immunisation
- preventive medicine ie screening of
  - cervix
  - prostate
  - bowel
  - antenatal
  - birth - APGAR screening
  - congenital abnormalities and child health
- diseases, disorders and conditions of these areas
- procedures, diagnostic procedures and equipment used with this speciality.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 17

Know the medical terminology related to clinical imaging

### Assessment Criteria

The candidate will be able to:

- 17.1 show an understanding of terminology related to this area by producing concise descriptions of terms
- 17.2 construct medical terms related to this area when given a description of the term
- 17.3 construct appropriate medical terms from a given medical word part
- 17.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate should be able to identify and give definitions of terms relating to:

- radiology - X-rays (-gram/graph/graphy)
- computerised tomography/computerised axial tomography (CT/CAT)
- electron beam tomography
- magnetic resonance imaging MRI
- functional magnetic resonance imaging (FMRI/fMRI)
- positron emission tomography (PET)
- scintigraphy
- ultrasonic scanning (US)
- diseases, disorders and conditions of the system
- procedures, diagnostic procedures and equipment of this body system.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 18

Know the medical terminology related to drugs and prescribing

### Assessment Criteria

The candidate will be able to:

- 18.1 show an understanding of terminology related to this area by producing concise descriptions of terms
- 18.2 construct medical terms related to this area when given a description of the term
- 18.3 construct appropriate medical terms from a given medical word part
- 18.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate should be able to identify and give definitions of terms relating to:

- types of drugs
- methods of drugs administration
- abbreviations from a list (see Appendix 6)
  - \*directions for prescriptions (BNF approved)
  - forms of drugs
  - modes of administration
  - units of measurement
  - miscellaneous
  - legal classification
  - types of drugs

\*Candidates will **only** be assessed on BNF approved abbreviations for prescription directions. Centres may teach common variations eg bid, qid but these will **not** be tested.

## Unit 300

## Medical Terminology (Level 3)

### Outcome 19

Know a range of other medical terminology within the proscribed areas:

Proscribed areas are:

- Miscellaneous abbreviations eg RTA (road traffic accident)
- The names of specialities eg oncology
- Qualifications for medical practitioners eg MB
- Classification of diseases and associated terms
- pathogenic micro organisms
- colours, measures and descriptive words (hot/cold, large/small)

### Assessment Criteria

The candidate will be able to:

- 19.1 show an understanding of terminology related to this area by producing concise descriptions of terms
- 19.2 construct medical terms related to this area when given a description of the term
- 19.3 construct appropriate medical terms from a given medical word part
- 19.4 state the meaning of abbreviations in the medical field.

### Assessment criteria explained

The candidate should be able to identify terms relating to:

- miscellaneous abbreviations eg RTA, qualifications for medical practitioners from a list (see Appendix 7)
- classification of types of diseases and associated terms
- pathogenic micro-organisms:
  - bacteria eg:
    - bacillus
    - staphylococcus
    - streptococcus
    - pneumococcus
    - diplococcus
    - vibrio
    - spirochaete
    - clostridium
  - virus
  - fungus
  - protozoa
- colours
- measures and descriptive words eg heat/cold/large/small.

**This page is intentionally blank**

## 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 and in each country.

Nation	Framework	Who to contact	Websites
England	Qualification and Credit Framework (QCF)	The Qualifications and Curriculum Development Agency	<a href="http://www.qcda.gov.uk">www.qcda.gov.uk</a>
Scotland	Scottish Credit and Qualifications Framework (SQC)	The Scottish Qualifications Authority	<a href="http://www.scqf.org.uk">www.scqf.org.uk</a> <a href="http://www.sqa.org.uk">www.sqa.org.uk</a>
Wales	The Credit and Qualifications Framework for Wales (CQFW)	The Department for Education, Culture and Welsh Language (DECWL)	<a href="http://www.wales.gov.uk">www.wales.gov.uk</a>
Northern Ireland	Qualification and Credit Framework (QCF)	The Council for Curriculum, Examinations and Assessment	<a href="http://www.ccea.org.uk">www.ccea.org.uk</a>

## 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:

- 1.-1 provision of adequate physical and human resources
- 2.-1 clear management information systems
- 3.-1 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 *Providing City & Guilds qualifications - a guide to centre and qualification approval*, 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 *Providing City & Guilds qualifications*.

## 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 *Providing City & Guilds qualifications*).

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 *Providing City & Guilds qualifications*, in the *Online Catalogue*, and is also available from the City & Guilds Customer Relations department.

Access to qualifications on the Qualifications and Credit Framework is 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.

### 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 *Providing City & Guilds qualifications*. There is also information on appeals for centres and learners 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.

## Appendix 5 Level 3 - Word part list

### Learning outcome 1 only

This list can be referred to as a framework for other learning outcomes, however candidates will need to know the **full range** of terminology in relation to the individual body systems.

#### Prefixes

Prefix	Meaning
a-	absence of
ab-	away from
acou-	hearing
acro-	extremities
ad-	towards
aero-	air
an-	absence of
ana-	up/excessive
aniso-	unequal
ante-	before
anti-	against
auto-	self
bi-	two
bio-	life
blasto-	basic/immature/embryonic
brady-	slow
circum-	around
co-/con-	together/joined
contra-	against
chromo- /chromato-	colour
cryo-	cold
crypto-	hidden
cyano-	blue
de-	away from/removing
dextra-	to the right
dia-	through
diplo-	double
dorso-	dorsal(back)
dys-	difficult/abnormal/painful
ecto-	external/outside/without
en-/endo-	within/in/into
epi-	upon/above/on
ery-/erythro-	red

Prefix	Meaning
iso-	equal
leuco-/leuko-	white
macro-	large
mal-	poor/abnormal
mega-/megalo-	big/enlarged
melano-	black/dark/pigment
meta-	after/beyond
micro-	small
mono-	one/single
multi-	many
neo-	new
oligo-	scanty/deficiency
ortho-	straight
pachy-	thick
pan-	all
para-	alongside
peri-	around
polio-	grey
poly-	many
post-	after
pre-/pro-	before
presbyo-	old age
pseudo-	false
quadri-	four
retro-	backwards
sclero-	hard
semi-	half
steno-	narrow
sub-	below
super-/supra-	above
syn-	with/together/union
tachy-	rapid/fast
tetra-	four

eu-	good/well/normal
ex-	out of/away from
flav-	yellow
gen-	birth/origin
hemi-	half
hetero-	unlike/dissimilar
homo-	same/like
homeo	like
hyper-	above/high/in excess of normal
hypo-	low/below/under/less than normal
idio-	peculiar to the individual/unknown
inter-	between
intra-	within/inside

trans-	across/through
ultra-	beyond
ventro-	front/anterior
xantho-	yellow

## Word Roots

Word Root	Meaning
abdomino-	abdomen
adeno-	gland (any)
adipo-	fat
albumen- /albumin-	albumin
alveolo-	air sac
amylo-	starch
andro-	man
angio-	vessel
aorto-	aorta
appendico-	appendix
aqua-	water
arterio-	artery
articulo-	joint
arthro-	joint
athero	plaque lining blood vessels
atrio-	atrium/upper chamber of heart
auri-	ear
audio-	hearing
balano-	glans penis
bili-	bile
blepharo-	eyelid
brachio-	arm
broncho-	bronchus/tube to the lung
bronchiolo-	bronchiole/small air tube in lung
bucco-	cheek
caeco-	caecum
cardio-	heart
carpo-	wrist/hand
cephalo-	head
cerebro-	Brain/cerebrum
cerebello-	cerebellum
cervico-	cervix/neck
chiro-	hand
cheilo-	lip

Word Root	Meaning
choleodocho-	common bile duct
chondro-	cartilage
chromo-	colour
coccygo-	coccyx
colo-/colono-	colon (large intestine)
colpo-	vagina
coro-/coreo-	pupil of eye
corono-	heart/crown
costo-	rib
cranio-	skull containing brain
culdo-	Recto-uterine sac (Pouch of Douglas)
cyto-	cell
cysto-	bladder
dacryo-	tear/ tearduct
dento-	tooth
derm- /dermato-	skin
duodeno-	duodenum (part of intestine)
embolo-	plug
encephalo-	brain
endocardio-	lining of heart
endometrio-	endometrium (lining of uterus)
entero-	intestine
epiglotto-	epiglottis
gastro-	stomach
gingivo-	gums
glosso-	tongue
glyco-	sugar
gyno- /gynaeco-	woman
haemo-/ haemato-	blood
hep-/hepato-	liver
hernio-	hernia, rupture, protrusion
histo-	tissue
hydro-	water
hystero-	womb

cholangio-	bile/biliary vessels
chole-	bile
cholecysto-	gallbladder

iatro-	doctor/ physician
ileo-	ileum (part of intestine)
ilio-	ilium (bone of the pelvis)
immuno-	immunity

## Word roots

irido-	iris
jejuno-	jejunum (part of intestine)
kalo-	potassium
karyo-	nucleus
kerato-	cornea/ scaly/horny/hard skin
lacto-	milk
laparo-	abdomen/abdominal wall
laryngo-	larynx/voice box
leuco-	white
lipo-	fat
lith-	stone
lobo-	lobe
lympho-	lymphatic, lymph/tissue fluid
lymphadeno-	lymph gland
lymphangio	lymph vessel
linguo-	tongue
mammo- /masto-	breast
mandibulo-	lower jaw
mastoido-	mastoid (part of ear)
maxillo-	upper jaw
meningo-	meninges/membrane covering brain & spinal cord
menisco-	meniscus (knee cartilage)
meno-	menstruation/monthly period
metro-	womb
myelo-	marrow/spinal cord
myco- myceto-	fungus
myo-/myos-	muscle

osteo-	bone
oto-	ear
paedo-	child
pancreato-	pancreas/a gland
patho-	disease
pericardio-	outer layer of heart (covering of heart)
phago-	swallow, eat
phako-	lens
phallo-	penis
pharmaco-	drug
pharyngo-	pharynx/throat
phlebo-	vein
phreno-	diaphragm/mind
pleuro-	lung covering/membrane
pnoe-	breathing
pneumo- /pneumono-	air/gas/lung
procto-	anus/rectum
prostato-	prostate/a male gland
pulmono-	lung
pyelo-	pelvis of kidney
pyloro-	part of stomach
pyo-	pus
pyro-	fever
recto-	rectum
rhino-	nose
sacro-	sacrum
salpingo-	fallopian/uterine tube

myocardio-	myocardium (heart muscle)
myometrio-	myometrium (muscle of uterus)
myringo-	ear drum
myxo-	mucous membranes
naso-	nose
nato-	birth
natro-	sodium
narco-	deep sleep/stupor
necro-	death
nephro-	kidney
neuro-	nerve
nocto-	night
nucleo-	nucleus
oculo-	eye
onycho-	nail
odonto-	tooth
oesophago-	oesophagus (gullet)
onco-	tumour
oophoro-	ovary
ophthalmo-	eye
opto-	sight/eye
orchio- /orchido-	testis/male gonad/male gland

sarco-	flesh
sialo-	salivary gland
sigmoido-	sigmoid colon
somato-	body
spleno-	spleen
spondylo-	vertebra
steato-	fat
sterno-	sternum/breast bone
stetho-	chest
stoma- /stomato-	mouth
tarso-	foot/eyelid
tendino-/teno	tendon
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
uro-	urine/urinary
uretero-	ureter/tube from kidney
urethro-	urethra/tube from bladder
utero-	womb
uveo-	uveal tract (parts of eye)
varico-	varicose veins
vaso-	vessel
veno-	vein
ventrico- ventriculo-	ventricle (lower chamber of heart)

## Suffixes

Suffix	Meaning
-a/ia	condition of
-aemia	blood
-ac	concerning/pertaining to
-al	concerning/pertaining to
-algia	pain
-ary	concerning/pertaining to
-blast	immature cell/embryonic cell
-cele	swelling/protrusion
-centesis	to puncture/tapping
-clasis	destruction of/break
-clast	destroying/breaking
-cide	kill/destroy
-cyte	cell
-desis	binding together/fusion
-dynia	pain
-ectasis	dilatation
-ectomy	surgical removal of
-emesis	vomiting
-gen	producing/forming
-genesis	forming or origin
-genic	producing or forming
-gram	picture/tracing
-graph	machine that records/tracing
-graphy	procedure of recording/tracing
-gravida	pregnancy
-ia/-iasis	condition of/state of
-iac	pertaining to
-iatic	pertaining to medicine/physician
-ic	concerning/pertaining to
-iosis/-ism	condition of/state of
-itis	inflammation of
-lith	stone
-lithiasis	condition/presence of stones
-lysis	destruction/splitting/breaking down
-malacia	softening
-megaly	enlargement of

Suffix	Meaning
-oid	likeness/resembling
-oma	tumour
-opia	condition of the eye
-orrhage	burst forth/ bleeding
-orrhagia	condition of heavy bleeding
-orrhaphy	sew/repair
-orrhoea	flow/discharge
-oscopy	examination with a lighted instrument
-osis	condition of
-ostomy	artificial opening into/
-otomy	cutting into/dividing/incision
-para-parous	given birth
-paresis	weakness/partial paralysis
-pathy	disease
-penia	lack of/decreased
-pexy	fixation of
-phagia	swallowing
-phasia	speech
-philia	liking/loving/affinity for
-phobia	irrational fear
-phylaxis	protection/prevention
-plasia	formation
-plasty	form/mould/reconstruct
-plegia	paralysis
-pnoea	breathing
-poiesis	producing
-ptosis	drooping/falling
-rhythmia	rhythm
-sclerosis	hardening
-scope	lighted instrument used to examine
-stasis	cessation of movement/flow
-stenosis	narrowing
-tome	cutting instrument
-tripsy	crushing
-trophy	nourishment/food
-uria	condition of urine

-meter	measure/instrument to measure
-metry	process of measuring
-natal	birth
-necrosis	death of
-oedema	swelling caused by excess fluid
-ology	study of/science of


## Appendix 6 Level 3 Pharmaceutical abbreviations

Abbreviation	Meaning
<b>*Prescription directions</b>	
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
<b>Forms of drugs</b>	
caps	capsules
tab	tablet
troch	lozenge
ung	ointment
<b>Modes of administration</b>	
occ or oc	for the eyes
neb	by nebuliser
im or i/m or IM	intra-muscular
iv or i/v or IV	intravenous
pess/ pessary	for the vagina
poc/POC	for the eyes
PR/pr	per rectum /via the rectum
PV/pv	per vagina/via the vagina
suppos	suppository/ via the rectum
<b>Units of measurement</b>	
g	grams
mcg (not used in prescriptions)	microgram
mg	milligram
ml	millilitre

ng (not used in prescriptions)	nanogram
L or l	litre
SI	International System
<b>Miscellaneous</b>	
BNF	British National Formulary
BP	British Pharmacopoeia
MIMS	Monthly index of medical specialities
NP	Proper name /named
OTC	Over the counter
SLS	Selected list scheme
TTA	To take away
rep	Repeat/let it be repeated
R <sub>x</sub>	Take/recipe/treatment
<b>Legal classification</b>	
CD/cd	Controlled drug
GSL	General sales list
P	Pharmacy only
POM	Prescription only medicine
MODA	Misuse of Drugs Act
<b>Types of drugs</b>	
COC	Combined oral contraceptive pill
HRT	Hormone replacement therapy
NSAID	Nonsteroidal anti-inflammatory drug
POP	Progesterone only pill
PPI	Proton pump inhibitor
SSRI	Selective serotonin reuptake 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 7      Level 3 Medical abbreviations

Abbreviation	Meaning
A&E	Accident and emergency
A&W	Alive and well
ADD	Attention deficit disorder
ADH	Antidiuretic hormone
ADHD	Attention deficit hyperactive disorder
Aet/aet	Aged
AF	Atrial fibrillation
AFP	Alpha-fetoprotein
AID	Artificial insemination donor
AIDS	Acquired immunodeficiency syndrome
AIH	Artificial insemination husband
ALS	Amyotrophic lateral sclerosis
AMD	Age related macular degeneration
AN	Antenatal/anorexia nervosa
ANS	Autonomic nervous system
AP	Artificial pneumothorax
AP&L	Anterior, posterior and lateral
APH	Antepartum haemorrhage
ARC	Aids related complex
ASD	Atrial septum defect
BaE	Barium enema
BaM	Barium meal
BBA	Born before arrival
BCG	Bacillus Camille Guerin (tuberculosis vaccine)
BI	Bone injury
BID	Brought in dead
BMI	Body mass index
BMR	Basal metabolic rate ( <i>thyroid function</i> )
BP	Blood pressure
BS	Breath sounds/blood sugar
BSE	Bovine spongiform encephalopathy
BSO	Bilateral salpingo-oophorectomy
BUN	Blood urea nitrogen
Bx	Biopsy
C&S	Culture and sensitivity

Ca	Carcinoma/calcium
CABG	Coronary artery bypass graft
CAD	Coronary artery disease
CAPD	Continuous ambulatory peritoneal dialysis
CAT/CT	Computerised (axial) tomography
CCF	Congestive cardiac failure
CCU	Coronary care unit
CDH	Congenital dislocation of the hip
CHD	Coronary heart disease/congenital heart disease
CHF	Congestive heart failure
CIN I-IV	Cervical intra-epithelial neoplasia (number according to spread)
CJD	Creutzfeldt-Jacob disease
CNS	Central nervous system
CO/c/o	Carbon monoxide/complains of
CO <sub>2</sub>	Carbon dioxide
COLD	Chronic obstructive lung disease
COPD	Chronic obstructive pulmonary disease
CPR	Cardiopulmonary resuscitation
CSF	Cerebrospinal fluid
CSU	Catheter specimen of urine
CVA	Cerebrovascular accident
CVP	Central venous pressure
CVS	Cardiovascular system/chorionic villus sampling
Cx	Cervix
D&C	Dilatation and curettage
D&V	Diarrhoea & vomiting
DOB/dob	Date of birth
DNA	Did not attend/deoxyribonucleic acid
DOA	Dead on arrival
DTP	Diphtheria tetanus pertussis (vaccine)
DU	Duodenal ulcer
DUB	Dysfunctional uterine bleeding
DVT	Deep vein thrombosis
ECG	Electrocardiogram
ECT	Electroconvulsive therapy
EDC/EDD	Expected date of confinement/delivery
EEG	Electroencephalogram
EMU	Early morning urine (specimen)
ENT	Ear nose and throat (department)
EOF	End organ failure
ERCP	Endoscopic retrograde cholangiopancreatography
ERPC	Evacuation of retained products of conception
ESR	Erythrocyte sedimentation rate

ETT	Exercise tolerance test
EUA	Examination under anaesthetic
FAST	Face, arms, speech, time (test for stroke)
FB	Foreign body
FBC	Full blood count
FBS	Fasting blood sugar
Fe	Iron
FH	Family history/fetal heart
FHH	Fetal heart heard
FHNH	Fetal heart not heard
FMRI/fMRI	Functional magnetic resonance imaging
g/dl	Grams per decilitre
g/l	Grams per litre
GA	General anaesthetic
G&A	Gas and air
GFR	Glomerular filtration rate
GI	Gastro-intestinal/glycaemic index/genito-urinary
GORD	Gastro-oesophageal reflux disease
GTT	Glucose tolerance test
HAI	Hospital acquired infection
H <sub>2</sub> O	Water
Hb	Haemoglobin
HDL	High density lipoprotein
HDU	High dependency unit
Hg	Mercury
HI/hi	Hypodermic injection
HIB	Haemophilus influenzae bacillus (vaccine)
HIV	Human immunodeficiency virus
HNPU/NPU	Has not passed urine
HPU/PU	Has passed urine
HS	Heart sounds
HSV	Herpes simplex virus
HVS	High vaginal swab
H or Hx	History
IBS	Irritable bowel syndrome
ICU	Intensive care unit
IDDM	Insulin dependent diabetes mellitus
IHD	Ischaemic heart disease
INR	International normalised ratio
IP	Inpatient
IPV	Inactivated polio virus vaccine
ISQ	In status quo (no change)
ITU	Intensive care therapy

IUC	Idiopathic ulcerative colitis
IUCD	Intrauterine contraceptive device
IUD	Intrauterine death/intrauterine device
IVF	In vitro fertilisation
IVP	Intravenous pyelogram
IVU	Intravenous urogram
JVP	Jugular venous pressure
K	Potassium
KUB	Kidney ureter bladder
L	Left/litre
LA	Local anaesthetic/ Left atrium
LBC	Liquid based cytology
LDL	Low density lipoprotein
LFT	Liver function tests
LIF/RIF	Left iliac fossa/right iliac fossa
LIH/RIH	Left inguinal hernia/right inguinal hernia
LLQ	Left lower quadrant
LMP	Last menstrual period
LP	Lumbar puncture
LRTI	Lower respiratory tract infection
LSCS	Lower segment caesarian section
LUQ	Left upper quadrant
LV/RV	Left ventricle/right ventricle
LVF	Left ventricular failure
MC&S	Microscopy culture and sensitivity
MI	Myocardial infarction
MMR	Measles, mumps and rubella vaccine
MND	Motor neurone disease
MOF	Multiple organ failure
MRI	Magnetic resonance imaging
MRSA	Multiple/methicillin resistant staphylococcus aureus
MS	Multiple sclerosis/mitral stenosis
MSU/MSSU	Midstream specimen of urine
Na	Sodium
NAD	No abnormality detected
NAI	Non accidental injury
NBI	No bone injury
NG	New growth/nasogastric
NICE	National Institute for Health & Clinical Excellence/National Institute for Clinical Excellence
NIDDM	Non-insulin dependent diabetes mellitus
NOAD	No other abnormality detected
NP	Nasopharynx (also see pharmaceutical abbreviations)
N&V	Nausea and vomiting

O <sub>2</sub>	Oxygen
OA	Osteoarthritis/on arrival
OCD	Obsessive compulsive disorder
OE	On examination
OGD	Oesophago-gastro-duodenoscopy
OP	Outpatient
OPD	Outpatient department
ORD	Oesophageal reflux disease/disorder
O&S	Organism and sensitivity
PAP	Papanicolaou smear (cervical smear test)
PCB	Post coital bleeding
PCO	Patient complains of
PCOS	Polycystic ovarian syndrome
PCV	Packed cell volume
PE	Pulmonary embolism
PEFR	Peak expiratory flow rate
PET	Pre-eclamptic toxemia of pregnancy/positron emission tomography
PH/ PMH	Past history/past medical history
PID	Pelvic inflammatory disease/prolapsed intervertebral disc
pH	Acid/alkaline balance
PMS	Premenstrual syndrome
PND	Postnasal drip/paroxysmal nocturnal dyspnoea
POP	Plaster of paris/progesterone only pill
PP	Placenta praevia/private patient
PPH	Postpartum haemorrhage
PR/pr	Per rectum (rectal examination)
PSA	Prostatic-specific antigen
PTSD	Post traumatic stress disorder
PU	Peptic ulcer
PUO	Pyrexia of unknown origin
PV/pv	Per vagina
PVS	Persistent vegetative state
RA	Right atrium/rheumatoid arthritis
RBC	Red blood cell/corpuscle/count
RDS	Respiratory distress syndrome
REM	Rapid eye movements
RGP/RP	Retrograde pyelogram
RLQ	Right lower quadrant
RSI	Repetitive strain injury
RTA/RTC	Road traffic accident/collision
RUQ	Right upper quadrant
RVS	Respiratory virus syndrome
SA/Sa	Sarcoma

SAD	Seasonal affective disorder
SADS	Sudden adult death syndrome
SAH	Subarachnoid haemorrhage
SARS	Sudden adult respiratory syndrome
SB	Still birth
SCAN	Suspected child abuse or neglect
SI	Sexual intercourse/International system of units
SIDS	Sudden infant death syndrome
SMR	Submucous resection
SOB/SOBOE	Shortness of breath/on exertion
STD/STI	Sexually transmitted disease/infection
T's & A's	Tonsillectomy and adenoidectomy
TAH	Total abdominal hysterectomy
TATT	Tired all the time
TB	Tuberculosis
TCA	To come again
TCI	To come in
TENS	Transcutaneous electrical nerve stimulation (for pain relief)
TFT	Thyroid function tests
THR	Total hip replacement
TIA	Transient ischaemic attack
TKR	Total knee replacement
TLC	Tender loving care
TOP	Termination of pregnancy
TPR	Temperature pulse and respiration
TUP	Tubal uterine pregnancy
TUR/TURP	Transurethral resection of prostate gland
TVH	Total vaginal hysterectomy
UC	Ulcerative colitis
U&E	Urea and electrolytes
URI	Upper respiratory infection
URTI	Upper respiratory tract infection
US/USS	Ultrasound /scan
UTI	Urinary tract infection
VF	Ventricular fibrillation/Visual fields
VSD	Ventricular septum defect
WBC	White blood count / cells
WRULD	Work related upper limb disorder

**Medical qualifications abbreviations**

BA	Bachelor of Arts
BC or BCh or BChir	Bachelor of Surgery
BDS	Bachelor of Dental Surgery
BM	Bachelor of Medicine
BS	Bachelor of Surgery
BSc	Bachelor of Science
ChB or CChir	Bachelor of Surgery
CM or ChM	Master of Surgery
DA	Diploma in Anaesthetics
DCh or DS	Doctor of Surgery
DDS	Doctor of Dental Surgery
DM	Doctor of Medicine
FRCS	Fellow of the Royal College of Surgeons
FRCGP	Fellow of the Royal College of General Practitioners
FRCOG	Fellow of the Royal College of Obstetricians and Gynaecologists
FRCP	Fellow of the Royal College of Physicians
FRCPsych	Fellow of the Royal college of Psychiatrists
LRCP	Licentiate of the Royal College of Physicians
MB	Bachelor of Medicine
MD	Doctor of Medicine
MCh or MChir	Master of Surgery
MCPS	Member of the College of Physicians and Surgeons
MRCGP	Member of the Royal College of General Practitioners
MRCS	Member of the Royal College of Surgeons
PhD	Doctor of Philosophy

## 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 on line with any credit card directly from <b>www.nshi.co.uk</b> or from any bookshop FA Davis Company
Gyls, Barbara A & Wedding, Mary	Medical Terminology: A Systems Approach (American spellings)	
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 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.

**This page is intentionally blank**



AMSPAR

## 4415-300 SAMPLE

### Level 3 Certificate in Medical Terminology

#### Medical Terminology

Sample 1  
14:00 – 15:45

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 and 45 minutes.
- Read each question carefully.
- The maximum marks for each question are shown.
- Answer **all seven** 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	
Q6	
Q7	
Total	

## Question 1

Read the following passages and then follow the instructions below:

The menopausal effects may lead to an increase in urinary tract infections. These can cause **dysuria, fibrosis, and stenosis**. The **hormonal** changes may produce **atrophy** of the vagina leading to **dyspareunia** with subsequent psychological effects .....  
etc, etc.

Define the meaning of the terms / abbreviations in bold (in the passages above) which are listed below. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

1	dysuria	<i>CONDITION IN WHICH THERE IS DIFFICULTY OR PAIN IN PASSING URINE</i>
2	fibrosis	<i>CONDITION IN WHICH THERE IS FORMATION OF FIBROUS TISSUE, A TYPE OF CONNECTIVE TISSUE or CONDITION OF FIBROUS TISSUE, A TYPE OF CONNECTIVE TISSUE</i>
3	stenosis	<i>CONDITION OF NARROWING or NARROWING</i>
4	hormonal	<i>CONCERNING THE PRODUCTION OF HORMONES I.E. SUBSTANCES WHICH TARGET OTHER ORGANS TO FUNCTION or CONCERNING ENDOCRINE FUNCTION</i>
5	atrophy	<i>WASTING OR SHRINKAGE OF AN ORGAN</i>

**To 15 questions** **One mark for each question (15 marks)**

## Question 2

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

- |   |  |  |
|---|--|--|
| 1 | Removal of living tissue for microscopic examination | <i>BIOPSY</i>  |
| 2 | Inflammation of bone                                 | <i>OSTEITIS</i>  |
| 3 | Repair of a hernia                                   | <i>HERNIORRHAPHY (OR<br/>HERNIOPLASTY)</i>   |
| 4 | Condition of stones in the kidney                    | <i>NEPHROLITHIASIS (FOR<br/>REFERENCE PLEASE NOTE THIS IS<br/>THE CONDITION OF KIDNEY<br/>STONES, <b>NOT</b> NEPHROLITH' WHICH<br/>MEANS KIDNEY STONE)</i> |
| 5 | Examination of the bladder with a lighted instrument | <i>CYSTOSCOPY</i>  |

**To 10 questions**

**Two marks for each question (20 marks)**

### Question 3

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

1	Arteriosclerosis	<i>CONDITION OF HARDENING OF THE ARTERIES or HARDENING OF THE ARTERIES)</i>
2	Pyrexia	<i>CONDITION OF FEVER or FEVER or RAISED TEMPERATURE</i>
3	Neoplasm	<i>NEW GROWTH</i>
4	Cytology	<i>SCIENTIFIC STUDY OF CELLS or STUDY OF CELLS</i>
5	Hepatomegaly	<i>ENLARGEMENT OF THE LIVER</i>
6	Tracheostomy	<i>ARTIFICIAL OPENING INTO THE WINDPIPE</i>

**To 15 questions**

**One mark for each question (15 Marks)**

## Question 4

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). (Only 10 of the given meanings are appropriate).

<b>A</b>		<b>B</b>	
1	Prosthesis	<input type="text" value="10"/>	Inflammation of the spinal cord
2	Toxicology	<input type="text"/>	Pain in a joint
3	Hyperglycaemia	<input type="text"/>	Protrusion of the rectum into the vagina
4	Adenectomy	<input type="text" value="1"/>	An artificial part
5	Phlebitis	<input type="text" value="4"/>	Surgical removal of a gland
6	Orthopnoea	<input type="text" value="9"/>	Examination of the rectum with a lighted instrument
7	Hypermetropia	<input type="text" value="2"/>	Scientific study of poisons
8	Cholecystogram	<input type="text" value="5"/>	Inflammation of a vein
9	Proctoscopy	<input type="text"/>	Low blood sugar
10	Myelitis	<input type="text" value="6"/>	Ability to breathe only when sitting in an upright position
		<input type="text" value="7"/>	Long-sightedness
		<input type="text" value="3"/>	Raised blood sugar
		<input type="text" value="8"/>	X-ray of the gall bladder
		<input type="text"/>	Short-sightedness
		<input type="text"/>	Enlarged womb

**To 10 questions**

**Half mark for each question (5 marks)**

## Question 5

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

1	RTA	<i>ROAD TRAFFIC ACCIDENT</i>	_____
2	TIA	<i>TRANSIENT ISCHAEMIC ATTACK</i>	_____
3	DNA	<i>DID NOT ATTEND or DEOXYRIBONUCLEIC ACID</i>	_____
4	bd	<i>TWICE A DAY</i>	_____
5	mg	<i>MILLIGRAM</i>	_____
6	prn	<i>WHEN REQUIRED / OR WHENEVER NECESSARY</i>	_____

**To 15 questions**

**One mark for each question (15 marks)**

**NB** The Latin translation for pharmaceutical abbreviations will not receive any credit.

## Question 6

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

- |   |           |   |       |
|---|-----------|---|-------|
| 1 | anti-     | <i>AGAINST</i>                          | _____ |
| 2 | epi-      | <i>UPON</i>                             | _____ |
| 3 | pyo-      | <i>PUS</i>                              | _____ |
| 4 | colpo-    | <i>VAGINA</i>                           | _____ |
| 5 | leuco-    | <i>WHITE</i>                            | _____ |
| 6 | -iasis    | <i>CONDITION</i>                        | _____ |
| 7 | salpingo- | <i>UTERINE TUBES or FALLOPIAN TUBES</i> | _____ |

**To 15 questions**

**One mark for each question (15 marks)**

## Question 7

Read the following letter carefully and then follow the instructions below:

Dr GP **MB** ChB  
Health Centre

Dear GP

Re Ms A, aged 16.

This patient of yours was admitted through the **A and E** Department at this hospital because of severe abdominal pain. She gave a history of 36 weeks **amenorrhoea**. She says she did not think she was pregnant and had not seen her doctor and therefore had not received **ante-natal** care. She had very marked **hypertension** and **albuminuria**. The fetal heart rate was irregular suggesting fetal distress. It was decided to carry out an emergency Caesarean Section.

At operation there was **haemorrhage** behind the **placenta** ..... etc, etc.

Yours sincerely

Consultant B **FRCOG**

Consultant Obstetrician and Gynaecologist

Define the meaning of the terms or abbreviations in bold (in the letter above) which are listed below. Write your answers in the spaces provided. Print clearly in BLOCK CAPITALS.

1	<b>MB</b>	<i>BACHELOR OF MEDICINE</i>
2	<b>A &amp; E</b>	<i>ACCIDENT &amp; EMERGENCY</i>
3	<b>amenorrhoea</b>	<i>ABSENCE OF PERIODS or ABSENCE OF MENSTRUATION</i>
4	<b>ante-natal</b>	<i>BEFORE BIRTH</i>
5	<b>hypertension</b>	<i>HIGH BLOOD PRESSURE or RAISED BLOOD PRESSURE</i>
6	<b>albuminuria</b>	<i>PRESENCE OF ALBUMIN (PROTEIN) IN THE URINE</i>
7	<b>haemorrhage</b>	<i>BLEEDING</i>
8	<b>placenta</b>	<i>ORGAN WHICH PROVIDES FETUS WITH NOURISHMENT or AFTERBIRTH or ORGAN ATTACHING FETUS TO THE WOMB</i>
9	<b>FRCOG</b>	<i>FELLOW OF THE ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS</i>

To 15 questions

One mark for each question (15 marks)  
(Total 100 marks)

---

Published by City & Guilds  
1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2800  
F +44 (0)20 7294 2400  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

City & Guilds is a registered charity  
established to promote education and training

**QH441502MT**