

Assessment 2: Skills Demonstration

**This assessment requires you to complete a number of skills demonstrations to show**

**you have achieved the practical and organisational skills needed to be successful in a**

**Medical Secretary role.**

**Pronunciations:**

**Using List A provided below, practise the correct pronunciation and record yourself pronouncing the medical terms listed in one recording and submit the MP3. separately.**

(5 marks)

**N.B.** Do not copy and paste your MP3. here as the examiner will not be able to access your recording in this way.

**List A**

**Angiocardiography**

**Thrombosis**

**Keratitis**

**Xeroderma**

**Asphyxia**

**Cardiopulmonary**

**Progesterone**

**Occlusion**

**Tachycardia**

**Emphysema**

**Medical Terms:**

**Medical Terms are usually constructed using a combination of a Prefix, Root Word and Suffix. Describe what these components are and how they are used to form medical terms.**

**Using List B, break down the medical terms listed into identified parts: prefix, suffix, root and explain the meaning of each component.**

(5 marks)

**List B:**

**Electrocardiogram**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Dyspepsia**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Anticoagulants**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Cardiomyopathy**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Cellulitis**

**Renal**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Prenatal**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Haematemesis**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Tonsillitis**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Intravenous**

| **Prefix** |  | **Meaning** |  |
| --- | --- | --- | --- |
| **Suffix** |  | **Meaning** |  |
| **Root** |  | **Meaning** |  |

**Abbreviations:**

**Using the 3 sample case studies provided in the Assessment Brief:**

* **Identify which speciality/specialities each case falls under**
* **Give a definition for each underlined term**
* **Provide the unabbreviated word for each abbreviated term in bold**

(10 marks)

**Dictations:**

**This task is aimed at replicating a real-life task completed by a medical administrator.**

**Using the MP3 files below, please listen to each recording and prepare the appropriate medical reports.**

[**DCM Medical Secretary - Assessment Dictation 1.mp3**](https://dcmlearning.ie/as/userfiles/Medical%20Secretary/DCM%20Medical%20Secretary%20-%20Assessment%20Dictation%201.mp3)

[**DCM Medical Secretary - Assessment Dictation 2.mp3**](https://dcmlearning.ie/as/userfiles/Medical%20Secretary/DCM%20Medical%20Secretary%20-%20Assessment%20Dictation%202.mp3)

[**DCM Medical Secretary - Assessment Dictation 3.mp3**](https://dcmlearning.ie/as/userfiles/Medical%20Secretary/DCM%20Medical%20Secretary%20-%20Assessment%20Dictation%203.mp3)

[**DCM Medical Secretary - Assessment Dictation 4.mp3**](https://dcmlearning.ie/as/userfiles/Medical%20Secretary/DCM%20Medical%20Secretary%20-%20Assessment%20Dictation%204.mp3)

**For each report, you should provide an interpretation of the report to further demonstrate your**

**understanding and discuss the importance of medical reports and their content.**

**This is the bulk of your assignment and each report will be graded on:**

* **Application of medical spelling**
* **The accurate use of Medical Terminology**
* **The details contained and assembly of the final report**

(40 marks)

**DCM MEDICAL SECRETARY - ASSESSMENT DICTATION 1**

**DCM MEDICAL SECRETARY - ASSESSMENT DICTATION 2**

**DCM MEDICAL SECRETARY - ASSESSMENT DICTATION 3**

**DCM MEDICAL SECRETARY - ASSESSMENT DICTATION 4**

**Bibliography & References**