

Assessment Brief

Medical Secretary
QQI Level 5 5N2428

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Introduction

Hello and welcome to your Medical Secretary Course, we are delighted that you have chosen to work with DCM Learning as you continue your education.

This course is at Level 5 of the National Framework of Qualifications. To receive an award at Level 5 you will be required to undertake self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your return to the learning experience is a positive one and we wish you every success in achieving your QQI Level 5 Medical Terminology 5N2428 Award.

In addition to the information in this document, you should visit our [Guide to completing your Medical Secretary Assessments](#) page.

Guidelines and Checklist

Your work should show evidence of relevant reading around each topic and it MUST be clearly referenced and include a bibliography. See page 12 for a guide to referencing.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Please use the MS Word Templates below for doing your assignments.

Download and Use “**Assignment One: Assignment Template**” [Link](#)
Download and Use “**Assignment Two: Skills Demonstration Template**” [Link](#)



Assignment Brief Checklist:

- I have read the 8 Point Checklist - [Link](#)
- I have used the Templates provided above
- I have followed the word count
- I have spell checked all of my assignments
- I have included a Bibliography
- I have watched the “How to Format my Dictated Report Video” [Link](#)
- I have watched the “Plagiarism & Referencing Video” - [Link](#)

Assessment 1: Assignment (40% / 40 Marks)

This is a written assignment and should demonstrate that you have researched and understood the role of the Medical Secretary.

Ideally, your answers should be relevant to your current or previous work environment and practical work-based examples should be given to support your work.

If you are not currently working in a Medical Secretary Role or you don't have previous experience in this sector it's ok to write your assignments based on what you've learned during the course. You may also take examples from your own life experiences and interactions with the Healthcare sector as a patient or family member.



To gain maximum marks we advise you:

1. Watch the "Assessment One: Assignment Video" [Link](#)
2. Download and use the "Assignment One: Assignment Template" [Link](#)
3. Make sure to answer **All Tasks**

Tasks		Required Word Count
Task 1 (10 marks)	Relevant Legislation Explore the impact of 3 legislative acts on the provision of health services and your role as a Medical Secretary. You will need to identify, discuss, and consider three legislations discussed on the course and how these would be applied within the workplace of a Medical Secretary and how they impact the development of policy (this is the update of policies if and when there are changes to legislation). Consideration of specific impact on the role of the Medical Secretary, particularly GDPR should be discussed.	500

Task 2 (10 marks)	Correct Use of Terminology Discuss the importance of using the correct terminology when communicating with other healthcare professionals and patients. You should discuss the importance of correct terminology. Consider the impact of incorrect use of terminology and the importance of being able to explain terminology to patients and clients who may not understand the terms used.	500
Task 3 (10 marks)	Information Sources Identify and describe a minimum of two sources of information for a Medical Secretary working in a Healthcare setting.	500
Task 4 (10 marks)	Patient Safety and Confidentiality Discuss the importance of patient safety and confidentiality and the impact this has on the role of a Medical Secretary. Your answer should include details about how a Medical Secretary can put this into practice and the allowed exceptions to confidentiality.	500

Assignment 2: Skills Demonstration (60 Marks / 60 %)

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.



To gain maximum marks we advise you:

1. Watch the "Assessment Two: Skills Demonstration Video" [Link](#)
2. Download and use the "Assignment Two: Skills Demonstration Template" [Link](#)
3. Download the Recorded Dictations [Link](#)
4. Watch the "How to Format a Dictation Report Video" [Link](#)

Tasks		Required Word Count
Task 1 (5 marks)	<p>Pronunciations</p> <p>Using List A below, practice the correct pronunciation and record yourself pronouncing the medical terms listed.</p> <p>This file should be submitted as a separate MP3 file.</p>	N/A
Task 2 (5 marks)	<p>Medical Terminology</p> <p>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.</p> <p>Using List B below break down the medical terms listed into identified parts: prefix, suffix, root and explain the meaning of each component.</p>	N/A
Task 3 (10 marks)	<p>Abbreviations</p> <p>Using the 3 sample case studies below: -</p> <ul style="list-style-type: none"> • 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 	N/A

<p>Task 4 (40 marks)</p>	<p>Dictations This task is aimed at replicating a real-life task completed by a medical administrator.</p> <p>In your Course Resource page you will find 4 pieces of dictated material here: -</p> <ul style="list-style-type: none"> • DCM Medical Secretary - Assessment Dictation 1.mp3 • DCM Medical Secretary - Assessment Dictation 2.mp3 • DCM Medical Secretary - Assessment Dictation 3.mp3 • DCM Medical Secretary - Assessment Dictation 4.mp3 <p>You must listen to each recording and prepare the appropriate medical reports.</p> <p>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.</p> <p>This is the bulk of your assignment and each report will be graded on: -</p> <ul style="list-style-type: none"> • Application of medical spelling • The accurate use of Medical Terminology • The details contained and assembly of the final report • The format and presentation of the final report 	<p>N/A</p>
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List A

Angiocardiology	Thrombosis	Keratitis	Xeroderma	Asphyxia
Cardiopulmonary	Progesterone	Occlusion	Tachycardia	Emphysema

List B

Electrocardiogram	Dyspepsia	Anticoagulants	Cardiomyopathy	Cellulitis
Renal	Prenatal	Haematemesis	Tonsillitis	Intravenous

Sample Case Studies

Case 1:

Mr Dunne is an 81 **y/o M** who was admitted into the **A&E** at 23:45 hours on 01/11/2018. He was suffering from dyspepsia and complaining of pain in his abdomen. His **BP** and **TPR** were taken. He was left feeling very weak and anaemic after a recent episode of haematemesis. The presence of a large ulcer was discovered following a gastroscopy and a barium enema. Mr Dunne will be admitted to Ward 11B of The Lourdes Hospital where he will be monitored and has been scheduled for a partial gastrectomy.

Case 2:

Ms Stacey is a 26 **y/o** female who was admitted to the hospital after being involved in a car accident. She has sustained a **Fx** of her rt radius and lt femur. She also has lacerations on her face, arms and chest, several of which will require stitches. The patient was **A/O** when admitted into the hospital and her **NOK** was contacted upon her arrival. Her past Hx was clear of any other illness. A cast was applied to her radius and she will receive surgery where an internal fixation of the femur will be performed. Following this the patient will be referred to **OT** and **PT** to receive follow up therapy. A referral has also been made regarding skin grafts due to her facial injuries.

Case 3:

Mrs. O'Rourke was admitted to the **ER** having suffered a severe myocardial infarction (MI). She has a **Hx** of angina due to ischemia and also suffers from hypertension. The patients BP and TPR were taken and a complete **H&P** was carried out. Mrs. O'Rourke was treated with antiarrhythmic drugs, diuretics and anticoagulants. It is hoped that she will be discharged into the care of her eldest daughter in approx. **3/52**. However, she may need some respite care following this. A referral to the social work department has been made regarding discharge planning.

Marking Guide

50–64%	Pass	Show that you've learned and understood the course material.
65–79%	Merit	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80–100%	Distinction	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Structuring your Assignments

Written Assignments

Examine the marking scheme for each assignment, and use the headings provided in the marking scheme as paragraph headings for your work. By doing this you're far less likely to leave out something that attracts marks.

Work out how many words you need for each section based on the marks available. For example, in a 2,500-word essay with 20 marks available over 4 sections, you should be writing about 500 words for each section. This leaves you space for an introduction and conclusion and stops you from focusing too much on one area (this is one of the most common ways to lose marks).

Things to watch out for:

- Marks don't carry over from one section to another. No matter how much you write on a given section, you can't score more than the maximum allowed marks for that section.
- If you don't use headings in line with those in the marking guide, you're far more likely to leave out something that's worth marks. Headings also make it easier for the examiner to give you marks, rather than having to hunt through an assignment for mention of the topic.
- Get somebody else to proofread your work before you submit it. It's much easier to spot mistakes in another person's writing, and you can lose marks for careless mistakes.
- Don't be significantly under or over the required word count (10% above or below is ok).
- Formatting matters! Use paragraphs and put headings in bold. Change the vertical spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

Recording Your Pronunciations

When recording your pronunciations for **Assignment 1 Task 1**, record all 10 pronunciations on one MP3. This should be submitted in addition to your PDF submissions. Do not attach the MP3 to your PDF files as the examiner will not be able to access the MP3 in this file format.

Bibliography & References

Whenever you mention another author's work in your assignment, you should credit that author in a References section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this, so that the examiner knows you're not copying another author's work without crediting them. Where diagrams are used, please reference the diagrams in your bibliography.

Unreferenced material may be mistaken for plagiarism. (Please note that plagiarism receives a zero grade).

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2)."

And then at the end of your assignment, you would have a list of references:

References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. Evaluating Training Programs: The Four Levels Berrett- Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). Levels of evaluation: beyond Kirkpatrick. Human Resource Development Quarterly, 5(4), 371-380.

Online Referencing Tools:

<https://www.citethisforme.com/harvard-referencing>

<http://scholar.google.com> (search for the book/paper and click the icon)

Helpful Link:

Please watch the "Plagiarism & Referencing" Video [Link](#)

Submitting your Assessment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

1. All documents should be saved as PDFs before they are submitted. Your pronunciation recording should be saved as an MP3. All 3 files must be named as follows: –
 - a. 5N2428 – Assignment – YOUR NAME.pdf
 - b. 5N2428 – Skills Demonstration – YOUR NAME.pdf
 - c. 5N2428 – Dictation – YOUR NAME.mp3
2. You must respect the word count guidelines
 - a. Assignment: 2,000 Words plus/minus 10%
 - b. Skills Demonstration: N/A Word Count
3. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
4. You must avoid plagiarism. Plagiarised work will not receive a mark.
5. **All work must be submitted on or before the date advised in your enrollment**
6. If you need an extension you must complete our extension request form
Click this [LINK](#) to request an extension now
Click [HERE](#) if you need help completing the extension request form

Once your assignments are ready click the button below to submit them for grading:

**Upload your Assignments for QQI
Medical Secretary Course**

If you need help to complete our submission form visit [HERE](#).



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