

Northern Regional College
Full-time Courses



4

2010-2011

Faculty of

Business, Hospitality &
Catering, Travel & Tourism,
Sport and Essential Skills

Business and Administration

Certificate/Diploma in Medical
Administration – Level 2

Certificate in Medical
Administration/Diploma for
Medical Secretaries – Level 3



Aspire | Aim | Achieve

For further information or to request an **Application Form** please contact the Northern Regional College – Antrim
Tel: **028 9446 3916** or log onto **www.nrc.ac.uk**.

The Northern Regional College is committed to the promotion of equality of opportunity in all of its activities. We aim to ensure that we provide a supportive, fair, inclusive and welcoming environment for all staff, students and visitors free from any form of discrimination or harassment.

Education Support

The Northern Regional College aims to enable people with a medical condition, learning difficulties and/or disabilities to access, participate and progress within and from learning programmes, through the establishment of appropriate support mechanisms. We are working towards an environment and curriculum which meets the needs of ALL students. It may be useful to arrange an exploratory interview to discuss what special facilities might be needed to enable you to study at the College.



Smoking is not permitted in any College building or enclosed area.

This Guide is available as a pdf document on our website at **www.nrc.ac.uk**. If you require this document in another format that better suits your needs please let us know and we will try to make alternative arrangements.

Whilst the College makes every effort to ensure the accuracy of this publication (at time of press March 2010), it reserves the right to vary, add or delete any of the courses, or parts thereof, or any other facilities, matters of information referred to in this guide or any other literature, without prior notice.

All courses are subject to minimum enrolment numbers, maximum limits may apply.

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Certificate/Diploma in Medical Administration – Level 2 (4419-01)

Antrim

Duration 1 year, Full-time

Awarding Body

City & Guilds/AMSPAR/OCR

Entry Requirements

Candidates should hold 4 GCSE exams at Grade C or higher. English and Mathematics should be included and if not, students are requested to attend evening classes and re-sit the relevant qualification. Equivalent qualifications are considered and adults, with relevant experience are made very welcome.

Contact

Maureen McVicker
T: 028 9448 3219
maureen.mcvicker@nrc.ac.uk

Course Content

- Medical Terminology
- Medical Principles for the Administrator
- Administration Skills in a Medical Environment
- Communication Skills in a Medical Environment
- Working in the National Health Service
- Work Experience in a Medical Environment
- Text Production
- Word Processing
- Audio
- Medical Audio
- Mailmerge
- IT (Database/Spreadsheet)
- Essential Skills Numeracy (For students not holding a Grade C in GCSE)
- Essential Skills Literacy (For students not holding a Grade C in GCSE)
- Essential Skills IT

Course Aims

The versatility of this qualification gives students the opportunity to apply for work in either an NHS/medical environment or in a general office. Past students have found employment in such areas as the NHS, banks, building societies, civil service and many other general administrative posts.

Special Features

- Students are placed in a relevant workplace for approximately 20 days (9.00 am – 5.00 pm).
- Students are taken to visit hospitals and health centres to assist with learning and course content.

Assessment Methods

- All general skills are assessed by timed examinations at two different levels ie OCR Levels 1 and 2.
- Medical subjects are assessed by both, timed examinations and assignments.
- Workplace is assessed by observation and compilation of a portfolio.

Student Profile

Ashley McCandless



During the course I have developed many new skills for example word processing, text processing, audio, mail merge, spreadsheets and much more.

At the start of the course our class mixed with the other classes and played different ice breaker games to get to know each other, the campus also took us all for a day trip to the zoo.

I obtained work placement in the Child and Mental Health Service (CAMHS) unit at Massereene House. This experience allowed me to develop many different skills that I have learnt through the course for example my typing/word processing skills and use of the telephone etc. It was good to see what it would be like in the future to have a job in this area, so I know what to expect when that time comes.

Certificate in Medical Administration/Diploma for Medical Secretaries – Level 3 (4419-02)

Antrim

Duration 1 year, Full-time

Awarding Body

City & Guilds/AMSPAR/OCR

Entry Requirements

Candidates should hold a relevant Level 2 qualification or GCSE A level. Adults with relevant experience are also very welcome to apply.

Contact

Maureen McVicker

T: 028 9448 3219

maureen.mcvicker@nrc.ac.uk

Course Content

- Medical Terminology
- Medical Principles for the Administrator
- Medical Administration
- Managing Communication in a Medical Environment
- Text Production
- Word Processing
- Audio
- Medical Audio
- Mailmerge
- Essential Skills Numeracy (For students not holding a Grade C in GCSE)
- Essential Skills Literacy (For students not holding a Grade C in GCSE)
- Essential Skills IT

Course Aims

This qualification opens up the opportunity to work as a senior administrator or secretary within an NHS or general office environment.

Special Features

Students are taken to visit hospitals and health centres to assist with learning and course content.

Assessment Methods

- All general skills are assessed by timed examinations up to OCR Level 3.
- Medical knowledge is assessed by both, timed examinations and assignments.

Student Profile

Sandra Allen



I have come to NRC as a mature student. I worked for several years in various businesses before taking some time out to care for my three children. I started this course as a means of getting up-to-date qualifications, and references, to enable me to get back into employment with the necessary skills to do an effective job. I have enjoyed the course to date; especially the computer work including word processing, mail merge, audio and spreadsheets, as I had not kept up with the advances in technology since my last employment. The teachers have been very encouraging and very approachable. The skills I have learnt have helped build my confidence, which is very necessary if I wish to gain employment.

I obtained work placement in Antrim Area Hospital. I have observed and assisted in four Directorate offices, a secretaries' office and spent time with the ward clerks on two wards. This has given me a good general insight into the way the hospital functions and has helped me put theory into practice. I found the Medical Terminology was very beneficial as it helped me understand what I was hearing, reading and, hopefully in the future, word processing. It has given me the opportunity to meet and talk with health professionals on different levels, doing various jobs and to see the different challenges they face.

e-mail: info@nrc.ac.uk

NRC – Antrim

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NRC – Ballymena

Farm Lodge Buildings, Ballymena, Co Antrim, BT43 7DF

T: 028 2565 2871 F: 028 2563 1353

NRC – Ballymena

Trostan Avenue Building, Ballymena, Co Antrim, BT43 7BN

T: 028 2563 6221 F: 028 2565 9245

NRC – Ballymoney

2 Coleraíne Road, Ballymoney, Co Antrim, BT53 6BP

T: 028 2766 0401 F: 028 2565 9245

NRC – Coleraíne

Union Street, Coleraíne, Co Londonderry, BT52 1QA

T: 028 7035 4717 F: 028 7035 6377

NRC – Larne

32-34 Pound Street, Larne, Co Antrim, BT40 1SQ

T: 028 2827 8855 F: 028 2827 3289

NRC – Magherafelt

22 Moneymore Road, Magherafelt, Co Londonderry, BT45 6AE

T: 028 7963 2462 F: 028 7963 3501

NRC – Newtownabbey

400 Shore Road, Newtownabbey, Co Antrim, BT37 9RS

T: 028 9085 5000 F: 028 9086 2076
