

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

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

Range
Preventive Medicine To include Health Promotion
Health aspects Diabetes, cardiovascular disease, pulmonary disease, cancer, childhood and adult infections, sexual health

<p>Areas Holiday health, cardiovascular disease, pulmonary disease, sexual health, cancer, diabetes, childhood and adult infections</p> <p>Role Tasks, limitations</p> <p>Screening and diagnostic tests maternity services, child health, cancer, cardiovascular and pulmonary disease</p>
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<p>Learning outcome</p> <p>The learner will:</p> <p>2. understand the principles of infection</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>2.1 state the different types of pathogenic micro-organisms</p> <p>2.2 describe the ways in which pathogenic micro-organisms may enter the human body</p> <p>2.3 describe the indications of infection in the body</p> <p>2.4 identify the legislation that governs hazardous substances in a medical environment</p> <p>2.5 explain methods of controlling cross infection in a medical environment.</p>

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

<p>Learning outcome</p> <p>The learner will:</p> <p>3. understand the role and function of the Diagnostic Departments</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>3.1 describe the work of the main sections of the Diagnostic Departments</p> <p>3.2 describe the key job roles in the Diagnostic Departments</p> <p>3.3 explain the ways in which individuals are protected from the harmful effects</p>

of radiation.

Range

Diagnostic Departments

Pathology Department, Clinical Imaging Department

Sections

Pathology Department

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

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

Individuals

Staff and public

Learning outcome

The learner will:

4. understand the principles of medical ethics and medical etiquette

Assessment criteria

The learner can:

4.1 explain medical ethics and medical etiquette

4.2 explain the **importance** of maintaining patient confidentiality

4.3 describe how confidentiality can be maintained within a healthcare environment.

Range

Importance

To the patient, to the healthcare staff

Learning outcome

The learner will:

5. understand the principles regarding drugs used in medicine

Assessment criteria

The learner can:

5.1 explain the role and responsibilities of a **pharmacist**

5.2 describe the current acts which control the production, storage and prescribing of drugs in the UK

5.3 identify the **publications** which give information regarding the drugs and medical dressings licensed for use in the UK

5.4 explain the meaning of generic and proprietary drug names

5.5 describe the **classification of drugs**.

Range
<p>Pharmacist Hospital pharmacist, community pharmacist</p> <p>Publications MIMS (Monthly Index of Medical Specialities), BNF (British National Formulary) and the BP (British Pharmacopoeia)</p> <p>Classification of drugs See list in Appendix 13</p>

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

Range
<p>Bones Medical name, position See list in Appendix 14</p> <p>Organs Medical name, position, function and the system/s to which they belong. See list in Appendix 15</p>

Appendix 13 Classification of medicines/drugs – (Unit 335) Medical principles

DRUG CLASSIFICATION	USEAGE
Anaesthetic	Drug for removal of feeling
Analgesic	Drug for relief of pain
Antacid	A substance which neutralises stomach acid
Antibiotic	Drug which kills bacteria
Anticoagulant	Drug which prevents clotting
Antidepressant	Drug which lifts the patient's mood
Anti-emetic	Drug which reduces nausea
Antihistamine	Drug which reduces the production of histamine. Used to treat allergies
Antihypertensive	Drug which reduces blood pressure
Anti-inflammatory	Drug which reduces inflammation
Antipyretic	Drug which reduces fever
Antitussic	Drug which reduces coughing
Bronchodilator	Drug which dilates the bronchial tubes Used in the treatment of asthma
Chemotherapy	Toxic drugs which kill malignant cells
Contraceptive	Drug which prevents conception
Decongestant	Drug which relieves congestion of mucous membranes
Diuretic	Drug which increases the production of urine
Expectorant	Liquid form of drugs which encourages coughing up of secretions from the respiratory tract
Hypnotic	Drug used to induce natural sleep
Myotic	Drug used to constrict the pupil of the eye
Narcotic	Drug derived from opium which will induce deep sleep
Prophylactic	A substance used to prevent disease
Proton pump inhibitor	Drugs which inhibit the production of hydrochloric acid in the stomach
Sedatives	Drugs which lower function of the central nervous system (CNS)
Steroids	Drugs containing hormones
Statins	Drug used to lower cholesterol levels in the blood
Tranquilliser	Drug which reduces anxiety

Appendix 14 List of bones – (Unit 335) Medical principles

BONE	POSITION
Cranium	Skull –contains brain
Scapula	Shoulder blade
Clavicle	Collar bone
Humerus	Top of arm/upper arm
Radius	Lower arm
Ulna	
Carpals	Wrist/hand bones
Metacarpals	Hand
Phalanges	Fingers and toes
Vertebrae	Spinal column
Coccyx	Bottom of spine
Ribs	Chest
Sternum	Breast bone
Pelvic girdle	Surrounds lower abdomen, contains the hip bones, the femur is attached at the acetabulum forming the hip joint
Femur	Upper leg
Patella	Knee cap
Fibula	Thinner lower leg bone
Tibia	Shin Bone
Tarsals	Ankle /foot bones
Metatarsals	Feet

Appendix 15 List of organs and systems – (Unit 335) Medical principles

ORGAN	Common Name /Position/Function	BODY SYSTEM
Brain	Controls body functions	Central nervous system
Skin	Outer protective cover of the body	Skin
Spleen	Lies on underside of stomach. Produces antibodies / acts as a defence mechanism and controls the volume of blood circulating	Lymphatic system
Liver	Factory of the body. Breaks down toxins, nitrogenous waste and drugs for removal from the body. Produces bile	Digestive system
Oesophagus	Gullet/food pipe. Transports food from throat to stomach	Digestive system
Stomach	Receives food, commences protein digestion	Digestive system
(Duodenum, Jejunum and Ileum)	Small intestine Long tube from stomach to colon where digestion is completed and most absorption takes place	Digestive system
Colon	Large intestine/Absorbs water and manufactures faeces	Digestive system
Pancreas	Gland below the stomach in the curve of the duodenum which produces insulin and pancreatic juice	Digestive system /Endocrine system
Gall bladder	Lies on underside of liver. Concentrates and stores bile for excretion into duodenum to aid digestion	Digestive system
Pharynx	Throat, back of the nose and mouth	Respiratory system / digestive system
Larynx	Voice box (forms Adam's Apple in the male)	Respiratory system
Trachea	Wind pipe takes air to and from the lungs	Respiratory system
Bronchus	Large airway passages transporting air into the lungs	Respiratory system

Lungs	2 organs lying in the chest in which the exchange of gases takes place during breathing	Respiratory system
Heart	Muscular pump lying between the lungs which pumps to circulate blood around the body.	Cardio-vascular system
Aorta	Main artery of the body. Carries oxygenated blood from the heart to the body	Cardio-vascular system
Superior Vena cava / Inferior Vena Cava	Main veins. Carry de-oxygenated blood from the body back to the heart	Cardio-vascular
Arteries	Blood vessels which usually carry oxygenated blood away from the heart and around the body	Cardio-vascular system
Veins	Blood vessels which usually carry de-oxygenated blood back to the heart	Cardio-vascular system
Kidneys	The 2 organs in the body that produce urine	Urinary system
Ureters	The tubes that connect the kidneys to bladder	Urinary system
Bladder	The organ that holds urine prior to its excretion from the body	Urinary system
Urethra	Tube which carries urine from the bladder to the outside of the body	Urinary system/male reproductive system
Ovaries	Female organs that produce eggs and hormones	Female reproductive system
Fallopian/uterine tubes	2 tubes, connected to the womb, where fertilization of the egg takes place	Female reproductive system
Uterus	Womb. Organ where the fetus grows	Female reproductive system
Vagina	Birth canal. Organ which connects the womb to the outside of the body	Female reproductive system
Mammary glands	Breasts. 2 organs situated at the front of the chest which produce milk to feed the newborn baby	Female reproductive system
Vulva	External genitalia of the female	Female reproductive system
Penis	Male organ through which the urethra passes	Male reproductive system

Prostate Gland	Male gland, the size of a walnut, which encircles the urethra just below the bladder. It secretes a fluid to make the sperm more mobile and fertile	Male reproductive system
Scrotum	Sac of skin lying outside of the body which contains the testes	Male reproductive system
Testes	Male sex glands which lie in the scrotum and produce sperm and testosterone	Male reproductive system
Epididymes	Male glands which lie above the testes allows sperm to become mature and mobile	Male reproductive system
Vas Deferens	Tube through which sperm passes to be ejaculated from the body	Male reproductive system