

Medical administration apprenticeship

Medical Administrators play a vital role in the NHS and other healthcare providers. They support medical practitioners and patients, contribute to organisational efficiency and resolve issues.

Eligibility

Major changes to eligibility and funding rules mean that you can now provide management and leadership training for your current workforce through newly developed, recognised apprenticeship programmes.

Fees

Government funding is available.

Please contact us for more information.

Qualifications

Apprentices will achieve the AMSPAR/City & Guilds Award in Medical Terminology as well as the Business Administrator Level 3 Apprenticeship.



Specialist Content

In addition to the AMSPAR/City & Guilds Award, the programme includes tailored content covering:

- Medical Terminology
This will teach Apprentices the meanings of medical terminology relating to medical specialities and the various pharmaceutical abbreviations.
- Medical Administration
This will teach Apprentices to understand the roles and responsibilities of the Medical Administrator.
- Managing Communication in a Medical Environment
This focuses on administering meetings, understanding oral communication and in turn summarising and presenting data to be used in a medical environment
- Medical Principles for the Administrator
This focuses on the roles and functions of the Diagnostic Departments alongside the principles of preventative medicine and the principles of infection. Apprentices will learn the anatomy and physiology of the organs of the human body and specific drugs used in medicine.

Wider content

The apprenticeship will help students to build their knowledge and skills and put these into practice.

Knowledge

Apprentices will develop an in-depth knowledge of their organisation and the medical environment. This part of the course will cover:

- Their organisation and the part that their role plays
- Customers (internal and external) and other stakeholders
- Relevant law and regulation
- Business fundamentals
- Their organisation's policies and processes
- The impact of market forces, political and other external factors

Skills

Apprentices will develop the skills to apply their knowledge and support career progression, including:

- Relevant IT packages
- How to produce accurate documents and records
- Decision making
- Influencing and communication skills
- Effective planning and organisation
- Project management

Behaviours

Apprentices will make a positive contribution to their organisation's culture, showing:

- Professionalism
- Integrity, reliability, motivation
- Adaptability
- Responsibility
- Proactivity

Course structure and delivery

This apprenticeship takes about 15 months. Apprentices will have a personal Damar trainer who will help students and their employer to design their programme and will stay in regular touch. The delivery will be a blend of:

- Online content supporting the development of relevant knowledge and skills
- 1:1 and small group tutorials underpinning the online content
- Review meetings with their Damar trainer and manager

Over the course of the apprenticeship students will build an electronic portfolio of evidence that showcases their knowledge, skills and behaviours. If students do not already have maths and English at level 2 or above they will also study these as part of the apprenticeship.

After a minimum of 12 months, when Apprentices have completed their portfolio and are meeting the standard required, students will progress to the final assessment. This is:

- A 60 minute online knowledge test
- An interview with the examiner about your portfolio
- A presentation on a project they have completed or a process that they have improved

Apprentices will spend a minimum of 20% of their working week on the apprenticeship.