W.A School of Pathology

RTO National Provider Code: 6720

BSBMED301 Interpret and Apply Medical Terminology Appropriately

**Course Information for unit BSBMED301:**

This unit describes the skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; as well as use appropriate medical terminology.

This unit applies to individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

 **Award issued:**

Students who successfully complete this nationally recognised training will be awarded the Statement of Attainment for BSBMED301 Interpret and Apply Medical terminology appropriately.

 OR, our second option on course completion is;

 A "Statement of Participation" for this unit in Medical terminology,

This will identify areas the student has not successfully completed. If a student receives this certificate and feel they would like to re-sit the portion of the course not successfully completed at a later date, this can be discussed with the course director. If a student requests to re-sit, it must be done no later than six months from the date of the first training session.

Course Duration: Please go to the relevant states training page for the course outlines, and locations

**What are the pre-requisites for this course?** Participants must be a minimum 18 years old. W.A School of Pathology recommends that students have strong communication and interpersonal skills.

**What does the course include?**

* Workbook, learners booklet/s
* Assessment booklet/s
* Equipment: students work with their own equipment throughout their training
* Resources to help with assessment
* Qualified and professional trainer/assessor/s
* WASP Assessor/s have nationally recognised trainer/assessor certificate.
* Work simulated environments

**What are the Language, Literacy and Numeracy (LLN) requirements for this course?**

In order to meet competency for this unit, you will be required to meet the LLN requirements and foundation skills of the Training Package unit of competency.

**Do I need a Unique Student Identifier (USI) before enrolling?**

All participants must gain a Unique Student Identifier (USI) prior to enrolling in and attending their course. Please refer to the attached Unique Student Identifier fact sheet. Please note that you will not receive a Statement of Attainment for your course until you have supplied your USI to the W.A School of Pathology.

**Where is the training delivered?**

The course training will be held in safe, friendly environment, our classrooms are designed with simulation workplace/classroom.

**What skills and knowledge will I get from this course?**

Knowledge evidence for this unit: To complete the unit requirements safely and effectively, the individual must:

* Outline medical terminology relevant to the practice, including the fundamental word structure used in medical terms
* Outline the relevant policies and procedures
* Identify sources of information available to check on medical terminology.

**Performance evidence for this unit is:**

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

Evidence of the ability to:

* Interpret and follow written instructions containing medical terminology
* Produce documents containing correct medical terminology according to organisational requirements
* Use medical terminology correctly in oral communications
* Identify and use appropriate abbreviations for medical terms and associated processes.

**How will I be assessed for this course?**

The following assessment tasks are required for this course:

* Questioning/Oral Assessment
* Workplace observation and/or simulated assessment
* Written test

**Assessment outline:**

Assessment 1 - READING AND WRITTEN EXAM

Assessment 2 – PRACTICAL LABELLING AND INVERTING

Assessment 3 - PRACTICAL WORK SHEET’S 1 WORKSHEET 2

Assessment 4, 5, 6- PRACTICAL FOLLOWING INSTRUCTIONS, TIME MANAGEMENT, COMPLETING TASK

Assessment 7 - PRACTICAL: PATHOLOGY REFERRAL FORM

**The student must demonstrate the following conditions for this unit:**

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the medical services administration field of work and include access to:

* Office equipment and resources
* Examples of documentation
* Case studies and, where possible, real situations.

**FEES:** For course fees, please see the links on the website (Cost of training: Enrol into a course).

​ **Code of Good Training Practice:**

WA School of Pathology has a Code of Practice to guarantee you quality service and good practice in all areas of its training services. Good practice applies to the way we market our services, operate our business, manage our finances, and administer our training programs.

WA School of Pathology will notify students when any change occurs that may affect the services WA School of Pathology is providing. This includes:

* a change in ownership of the RTO, and/or
* any changes to, or new third party arrangements WA School of Pathology puts in place, for the delivery of services to students.

**Entry into Training Programs:**

Entry into training programs is made on the basis of you being able to meet the requirements which are set down for WA School of Pathology by legislation as minimum entry requirements**.**

WA School of Pathology will ensure that these are explained to you and that you meet these standards prior to training program registration. In all other respects, WA School of Pathology provides places on a first in - first served - basis to ensure fairness in access to training opportunities.

Where you are attending at an employer’s request, your workplace *supervisor or employer’s permission may also be required*.

**Training Program Information:**

Details of the training programs, links to nationally recognised training, fees, content, assessment methods and certification will be explained to you either before or during your training course enquiry or registration.

If you have any questions, please ask your trainer or assessor at any time prior to registration or during the training program.

**Fees, Charges and Refunds:**

Refer to company web site and Refund Policy.

**Making Training Programs Meaningful:**

All training materials, training programs and assessments are written in Plain English to help you understand these materials - and you should tell your trainer or assessor if you have any special learning needs.

**Extra Help and Guidance:**

If you need any more help than your trainer can give you, please discuss your needs with the Director.

**Appeals, Complaints and Grievance Procedures:**

WA School of Pathology has systems in place to protect you, other training participants as well as trainers and assessors from:

* bullying;
* victimisation;
* racial vilification;
* discrimination on any grounds;
* harassment;
* unfair treatment
* unprofessional behaviour; and
* Unfair assessment decisions or processes.

**Grievance procedures are available to protect you (and others).**

Please notify your trainer or assessor if you have any complaints.

**Discipline:**

Discipline in the form of counselling, dismissal or suspension is available to all RTOs under the terms of the Standards for Registered Training Organisations (RTOs) 2015.

This will only be used by WA School of Pathology where there are serious breaches of professional ethics or unacceptable standards of behaviour which adversely impact on the rights or safety of other trainers or trainees.

**Equity and Fairness:**

**Disability and equity inclusive policy and procedures** are also available to assist and support training program participants as well as the trainers, assessors, administrative and management staff within WA School of Pathology when operating as a Registered Training Organisation (RTO).

**Recognition of Prior Learning (RPL)**

If you have some skills and/or knowledge due to previous experience or because you have attended other training programs, you should bring this to your trainer’s or your assessor’s notice.

It is possible that you may reduce the time required for training and you may even gain full Statements of Attainment if your assessor verifies your competence through assessment against national industry standards.

**National Recognition:**

Qualifications or Statements of Attainment issued by other Registered Training Organisations will be accepted.

**Issuance of Qualification and Transcript and/or Statement of Attainment**

Qualification and Transcript will be issued within 30 calendar days if you have successfully completed the course and all agreed fees have been paid and a unique student identifier (USI) provided.

Statement of Attainment will be issued within 30 calendar days if you have successfully completed a unit of competency and/or unit of competencies and all agreed fees have been paid and a unique student identifier (USI) provided.

**Confidentiality and Security of Records and Outcomes:**

Information you provide by way of program registration, prior experience, competency demonstrated during assessments, and standards achieved will be maintained for a period of 30 years in accordance with the requirements of the Standards for Registered Training Organisations 2015. These will be maintained in a secure environment and confidentiality is guaranteed.

Should you wish information about your achievements be known to your employer or other parties, you will need to provide authorisation for this to occur. You may be asked to sign an authorisation form where an employer requires you to undertake training as part of your workplace job role or function.

All training participants are likewise required to maintain security of information about other trainees such as competency achievement.

You may have access to your records at any time; however re-issue of lost certification will incur an administration cost advised at the time of application.

You can read all the relevant BSBMED301 unit information which is supplied by the accreditation council via the quick link bsbmed301; this is available on the wasp web site; the link will take you directly to the official training.gov.au webpage.