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5528-365 DECEMBER 2017

Level 3 Diploma in Medical Administration

Legal Aspects of Medical Administration

If provided, stick your candidate barcode label here.

Wednesday 6 December 2017
09:30 – 11:30

Candidate name (first, last)

First

Last

Candidate enrolment number

Date of birth (DDMMYYYY)

Gender (M/F)

Assessment date (DDMMYYYY)

Centre number

Candidate signature and declaration*

- If any additional answer sheets are used, enter the additional number of pages in this box.
- Please ensure that you **staple** additional answer sheets to the **back** of this answer booklet, clearly labelling them with your full name, enrolment number, centre number and qualification number in BLOCK CAPITALS.
- All candidates need to use a **black/blue pen**. **Do not** use a pencil or gel pen.
- If provided with source documents, these documents **will not** be returned to City & Guilds, and will be shredded. **Do not** write on the source documents.

***I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

General instructions

- The duration of this paper is 2 hours.
- Read each question carefully.
- The maximum marks for each question are shown.
- Answer **all fifteen** questions.
- All questions should be completed in the answer book.
- Dictionaries are **not** allowed.



1 Describe the role of one organisation which is part of the structure of the current National Health Service (NHS). (4 marks)

2 a) Explain **two** reasons the NHS would commission an episode of private healthcare for a patient. (2 marks)

b) Identify **two** medical procedures that could be available through private healthcare. (2 marks)

7 a) Explain the meaning of vicarious liability. (3 marks)

b) Give one example of this in relation to the administration staff. (1 mark)

8 a) Explain the legal definition of medical negligence. (3 marks)

b) Give one example of medical negligence by a doctor. (1 mark)

c) State **two** implications of negligence to the medical professional. (2 marks)

9 a) Explain the Tort of Trespass to the person. (3 marks)

b) Identify **two** types of consent giving an example where each may be used. (4 marks)

10 Describe how the written contract of employment can protect the
a) employee (2 marks)

b) employer. (2 marks)

11 Identify and date one current piece of discrimination legislation. (2 marks)

12 Identify in full and explain how both the following pieces of legislation can protect the employee.

a) RIDDOR.

(3 marks)

b) COSHH.

(3 marks)

13 Explain **four** patients' rights with regard to respect, consent and dignity.

(8 marks)
