



4419-221 SAMPLE PAPER and MARKING SCHEME
Level 2 Certificate/Diploma in Medical Administration
Level 3 Certificate in Medical Administration
Level 3 Diploma for Medical Secretaries
Medical Principles for the Medical Administrator

Sample
00:00 – 02:00

You should have the following for this examination

- a pen with black or blue ink

Fill in these particulars

Centre number	0	1	2	3	4	5	<small>SUB</small>
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Candidate number	A	B	5	4	3	2	1
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Candidate's name **A N Other**

Candidate's signature

General instructions

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

- 1 a) Identify **two** health problems which may be targeted in a HP/PM programme. 2 marks
- b) Identify **two** ways in which a medical administrator can promote Health Promotion/ Preventive Medicine. 2 marks
- 2 Give **two** examples of advice which might be given concerning holiday health and state a reason for **each**. 4 marks
- 3 Give **one** example of a screening test that may be offered to a pregnant women and explain its purpose. 2 marks
- 4 Identify and explain the purpose of **two** routine health checks that are available to pregnant women in the UK. 4 marks
- 5 Identify **two** symptoms which **may** indicate the presence of infection in the body. 2 marks
- 6 a) Identify **two** types of pathogenic micro-organisms. 2 marks
- b) Identify and describe **two** ways in which pathogenic micro-organisms may enter the human body. 4 marks
- 7 Name (in full) the legislation which covers the disposal of sharps in a medical environment. 2 marks

- 8 Give **two** examples of how cross infection is controlled in a medical environment. 4 marks
- 9 State what action should be taken immediately after clearing up spilt body fluids. 1 mark
- 10 Identify **one** item which should be disposed of in a yellow sharps box. 1 mark
- 11 a) Describe the type of tests carried out in the **haematology** section of the Pathology Department, and give **one** example. 2 marks
- b) Name the section of the Pathology Department in which cells are examined. 1 mark
- c) Name **one other** section of the Pathology Department. 1 mark
- d) Identify **two** job titles of staff employed in the Pathology Department 2 marks
- 12 a) Name (in full) **two** sections of the Clinical Imaging Department. 2 marks
- b) Describe the work carried out in **both** these sections using **one** example for each section. 4 marks
- c) Explain **two** ways in which the staff and the public are protected from the harmful effects of radiation. 4 marks

- 13 Define the term medical ethics and give **one** example of medical ethics **in practice**. 2 marks
- 14 Describe **two** ways of preventing patients and unauthorised personnel from reading the computer screen when working on the PC in the reception area. 2 marks
- 15 Give **four** different examples of how patient confidentiality may be accidentally breached in a medical environment, apart from when using a PC. In **each** case describe how the breach can be prevented. 8 marks
- 16 Name in full **two** books **or** periodicals which gives information on the drugs and medical dressings licensed for use in the UK. 2 marks
- 17 Name in full and date the **two** laws which regulate the manufacture, storage and prescribing of drugs in the UK. 4 marks
- 18 a) Identify the drug categories for each of the following: 3 marks
- Drugs which increase the output of urine
 - Drugs which reduce temperature
 - Drugs which suppress coughing

b) Describe the use of **each** of the following categories of drugs: 3 marks

- contraceptive
- antibiotic
- anti-emetic

19 State the medical name for each of the following: 4 marks

- collar bone
- thigh bone
- part of skull containing the brain
- Spinal column

20 a) Identify the organs that take in oxygen and give out carbon dioxide 1 mark

b) Identify the organs where urine is made 1 mark

c) Describe the basic function of the bladder. 2 marks

d) State the body system to which the following belong: 2 marks

- the heart
- the ovaries

**Total
80
marks**

End of Examination

Marking Scheme – (Do not show to candidates)

LO 1	Q no	Understand the principles of Health Promotion/Preventive Medicine	
1.1	1 a)	Identify two health problems which may be targeted in a HP/PM programme. <i>eg Heart Disease, Prostate Cancer</i>	2 marks
	b)	Identify two ways in which a medical administrator can promote Health Promotion/ Preventive Medicine. <i>eg Leaflets, Posters</i>	2 marks
1.2	2	Give two examples of advice which might be given concerning holiday health and state a reason for each. <i>eg Use correct factor sun cream – to avoid sunburn boil all water / use bottled water – to avoid stomach upset</i>	4 marks
1.3	3	Give one example of a screening test that may be offered to a pregnant women and explain its purpose. <i>eg Ultra sound scan – to ensure that the foetus is the correct size for dates / is developing normally</i>	2 marks
	4	Identify and explain the purpose of two routine health checks that are available to pregnant women in the UK. <i>eg Blood pressure check – to ensure that the patient is not suffering from hypertension which may lead to pre- eclampsia Test for blood sugar - to ensure that the mother is not developing diabetes of pregnancy</i>	4 marks
L O 2		Understand the principles of infection	
2.1	5	Identify two symptoms which may indicate the presence of infection in the body. <i>eg Feeling shivery, headache, lethargy</i>	2 marks
	6 a)	Identify two types of pathogenic micro-organisms. <i>eg Bacteria, Viruses</i>	2 marks
	b)	Identify and describe two ways in which pathogenic micro-organisms may enter the human body. <i>eg Ingestion – Taken unto the digestive tract when eating or drinking / carried into the mouth on the fingers or utensils Inhalation – Taken into the lungs when breathing in / inhaling vomit.</i>	4 marks
2.2	7	Name (in full) the legislation which covers the disposal of sharps in a medical environment. <i>Control of Substances Hazardous to Health (2 marks) – COSHH (1 only)</i>	2 marks

2.2 8 Give **two** examples of how cross infection is controlled in a medical environment. 4 marks
eg
Using a new pack of sterilised instruments for each patient
The washing of hand before and after dealing with each patient

2.2 9 State what action should be taken immediately after clearing up spilt body fluids. 1 mark
Wash your hands.

2.2 10 Identify one item which should be disposed of in a yellow sharps box. 1 mark
Needles

LO 3 Understand the role and function of the diagnostic departments

3.1 11 a) Describe the type of tests carried out in the **haematology** section of the Pathology Department, and give one example. 2 marks
Blood tests eg Haemoglobin / Full Blood Count

3.1 b) Name the section of the Pathology Department in which cells are examined. 1 mark
CYTOLOGY

c) Name **one other** section of the Pathology Department. 1 mark
eg Biochemistry / histopathology/ histology

d) Identify **two** job titles of staff employed in the Pathology Department 2 marks
eg Pathologist / Scientific Officer

12 a) Name (in full) **two** sections of the Clinical Imaging Department. 2 marks
eg General / simple X-ray
CAT/ CT - Computerised Axial Tomography

b) Describe the work carried out in both these sections using one example for each section. 4 marks
General/simple X-ray – takes x-rays of the body based on shadows. Used to show bone fractures / chest infections. Pictures can be enhanced by the use of contrast mediums, eg Barium.
CAT/CT - Computerised Axial Tomography – Takes multiple images at pre set intervals across a set axis of the body. Can be used to identify tumours in the body. May be used in conjunction with contrast mediums to view the blood vessels

c) Explain **two** ways in which the staff and the public are protected from the harmful effects of radiation. 4 marks

Notices placed around the department to warn staff and patients about the dangers.
Staff wear counters to show how much radiation they have been exposed to, they are removed from the area if the levels become too high.

LO 4 Understand the principles of medical ethics and medical etiquette

4.1 13 Define the term medical ethics and give an example of medical ethics **in practice**. 2 marks

Medical ethics is a moral code of practice which applies to all members of the medical profession eg all patients should be treated equally according to their medical need

4.2 14 Describe **two** ways of preventing patients and unauthorised personnel from reading the computer screen when working on the PC in the reception area. 2 marks

Keep the screen turned away from the reception desk / Use a screen saver when you are not actually imputing/ reading information

15 Give **four** different examples of how patient confidentiality may be accidentally breached in a medical environment, apart from when using a PC. In **each** case describe how the breach can be prevented. 8 marks

eg

- Patients overhearing staff speaking on the telephone whilst they are waiting at the reception desk – Telephone conversations dealing with patient personal information should be taken in a back room and not at the reception desk / staff should keep voices low / never repeat patient details when speaking to patients on the telephone.
- Case notes/test results being read by unauthorised personnel – no confidential notes should be left where others may have access to them / all notes/results should be filed quickly after use.
- Unauthorised personnel reading patient information left on a photocopier - Staff should be careful to always remove the original document from the photocopier when task is complete
- Sending patient information to a nonsecure- the person should always send to a safe-haven fax or telephone the recipient so that they can await the arrival of the information

LO 5 Understand the principles regarding drugs used in medicine

5.1 16 Name in full **two** books **or** periodicals which gives information on the drugs and medical dressings licensed for use in the UK. 2 marks

Monthly index of Medical Specialities. British National Formulary

17 Name in full and date the two laws which regulate the manufacture, storage and prescribing of drugs in the UK. 4 marks

*The Misuse of Drugs Act 1971
The Medicines Act 1968*

5.2 18 a) Identify the drug categories for each of the following: 3 marks

- Drugs which increase the output of urine – **DIURETICS**
- Drugs which reduce temperature – **ANTIPYRETICS**

- Drugs which suppress coughing – *ANTITUSSIC* 3 marks
- b) Describe the use of each of the following categories of drugs:
- contraceptive - *a drug which prevents conception*
 - antibiotic – *a drug which kills bacteria*
 - anti-emetic – *a drug which reduces nausea/vomiting*

LO 6 Understand the basic anatomy and physiology of the organs of the human body (including the bones)

- 6.1 19 State the medical name for each of the following: 4 marks
- collar bone - *clavicle*
 - thigh bone - *femur*
 - part of skull containing the brain - *cranium*
 - Spinal column - *vertebrae*
- 6.2 20 a) Identify the organs that take in oxygen and give out carbon dioxide - *the lungs* 1 mark
- b) Identify the organs where urine is made – *the kidneys* 1 mark
- c) Describe the basic function of the bladder. 2 marks
- Holds urine until it is eliminated from the body*
- d) State the body system to which the following belong: 2 marks
- the heart – *the circulatory system*
 - the ovaries – *the female reproductive system*

Total 80 marks

Grading criteria – recommended grade boundaries

Pass – 50%

Merit – 65%

Distinction – 75%

(Each examination paper is unique and there can be slight variations of difficulty from series to series – final grading is decided on the performance of each paper during standardisation).