



AMSPAR

June 2014 series - Examiner's Report
4419-335 Level 3 Legal aspects of Medical Administration

Question	Syllabus ref	Examiner comments
1	1.1, 1.2	The majority of candidates did well and explained the organisation well but some gave answers saying 'first point of contact' etc and described primary care services not the role of the trust.
2	1.3	Private healthcare was well explained and good examples given.
3	2.1	The role of the Social Worker was very well described.
4	3.1	Excellent answer for this question on the Mental Health Act sections. Well done to all candidates.
5	3.2	Vicarious liability was well explained
6	3.3	Well explained by some but general answers such as explaining what negligence was ie surgery on the wrong part of the body were also given.
7	3.4	Some answers were outside the remit of the medical secretary such as 'explain the procedure and ask patient to sign' this is a clinical responsibility not the secretary's.
8	3.5	Written contract of employment is well known.
9	3.6	A quarter of candidates gave health and safety legislation instead of discrimination legislation here but reading the question again I can see why they may not realised it was discrimination legislation that was required. I consulted with other markers and we agreed to mark positively. Three quarters of candidates gave the correct discrimination legislation answers so we agreed that if a candidate gave one health and safety and one discrimination answer they would be marked, if they gave two health and safety answers only the first one would be marked. I take responsibility for the question not containing the work 'discrimination'.
10	3.7	Not many candidates seemed to know the full name of the acts with many just writing Health and Safety Act.
11	4.1	Patient rights are well known.
12	4.2	Some very good examples of how to protect information on a fax were given.
13	4.2	The organisations that must provide information under the FOI were well known

14	4.3	The majority of candidates gave excellent examples of how to safeguard patients' paper records.
15	4.4	The complaints procedure was well explained.

Overall comments on candidates' responses
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Candidates gave good explanations and had clearly revised.
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Overall comments on the question paper

This paper covered the whole of the syllabus and gave candidates the chance to explain their knowledge.
