

# Level 3 Certificate in Medical Terminology (5519-13)

Sept 2023 Version 1.5



AMSPAR



## Qualification at a glance

<b>Subject area</b>	<b>Medical Administration</b>
<b>City &amp; Guilds number</b>	5519-13
<b>Age group approved</b>	16+
<b>Entry requirements</b>	None
<b>Assessment</b>	Written
<b>Support materials</b>	Centre handbook
<b>Registration and certification</b>	Consult the Walled Garden/Online Catalogue for last dates

<b>Title and level</b>	<b>GLH</b>	<b>TQT</b>	<b>City &amp; Guilds number</b>	<b>Accreditation number</b>
Level 3 Certificate in Medical Terminology	82	160	5519-13	601/0605/0

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
1.5 Sept 2023	Amendment to typing error in meaning of 'ectasis'	Appendix 1
1.5 Sept 2023	Minor amendments to typing errors	Appendix 3
1.5 Sept 2023	Minor amendments to typing errors	Appendix 4
1.5 Sept 2023	Minor amendments to typing errors	Appendix 6
1.4 October 2017	Added GLH and TQT details  Removed QCF	Qualification at a glance and Introduction  Appendix 9
1.3 April 2014	Minor amend to CPK	Appendix 3
1.2 Jan 2014	Minor amends to typing errors	Appendices
1.1 Oct 2013	List orders amended Suffix List, -taxia meaning corrected Medical specialities, entry for epidemiology clarified	Appendix 1 Appendix 1 Appendix 4



# Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
	Structure	5
<b>2</b>	<b>Centre requirements</b>	<b>6</b>
	Approval	6
	Resource requirements	6
	Learner entry requirements	7
<b>3</b>	<b>Delivering the qualification</b>	<b>8</b>
	Initial assessment and induction	8
	Support materials	8
	Recording documents	8
<b>4</b>	<b>Assessment</b>	<b>9</b>
<b>5</b>	<b>Units</b>	<b>10</b>
<b>Unit 330</b>	<b>Medical terminology</b>	<b>11</b>
<b>Appendix 1</b>	<b>Word part list Level 3</b>	<b>14</b>
<b>Appendix 2</b>	<b>Human body systems Level 3</b>	<b>22</b>
<b>Appendix 3</b>	<b>Diagnostic tests abbreviations Level 3</b>	<b>27</b>
<b>Appendix 4</b>	<b>Medical specialities Level 3</b>	<b>30</b>
<b>Appendix 5</b>	<b>Pharmaceutical abbreviations Level 3</b>	<b>32</b>
<b>Appendix 6</b>	<b>Classification of Medicines/Drugs Level 3</b>	<b>34</b>
<b>Appendix 7</b>	<b>Medical qualifications abbreviations Level 3</b>	<b>36</b>
<b>Appendix 8</b>	<b>Recommended books</b>	<b>37</b>
<b>Appendix 9</b>	<b>Sources of general information</b>	<b>38</b>



# 1 Introduction

This document tells you what you need to do to deliver the qualification:

<b>Area</b>	<b>Description</b>
Who is the qualification for?	<p>The qualification is suitable for those working in health care who wish to add a medical terminology qualification to their skills. It is designed to meet the needs of candidates who work or want to work as:</p> <ul style="list-style-type: none"> <li>• Ambulance person</li> <li>• Emergency Services Control Room Staff</li> <li>• GP Practice Manager</li> <li>• Healthcare Assistant</li> <li>• Medical Receptionist</li> <li>• Medical Secretary</li> </ul>
What does the qualification cover?	<p>The course takes a structural approach, focusing on how medical terms are built from a combination of roots, prefixes and suffixes and the recognition of these terms from given definitions. It covers terminology and abbreviations relating to body systems, diagnostic tests, medical specialities, pharmacology and medical qualifications.</p>
Is the qualification part of a framework or initiative?	No.
Who did we develop the qualification with?	<p>City &amp; Guilds have redeveloped these qualifications in collaboration with AMSPAR (the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists).</p>
What opportunities for progression are there?	<p>They allow learners to progress into employment or to the following City &amp; Guilds qualifications:</p> <ul style="list-style-type: none"> <li>• 5519-04 Level 3 Diploma in Medical Administration</li> <li>• 4710-04 Level 4 Diploma in Business and Professional Administration</li> <li>• 4475-13 Level 3 Diploma in Business Support</li> <li>• 7655-33 Level 3 Diploma for Legal Secretaries</li> </ul>

## Structure

To achieve the **Level 3 Certificate in Medical Terminology (5519-13)**, learners must achieve **16** credits from the mandatory unit.

<b>Unit accreditation number</b>	<b>City &amp; Guilds unit number</b>	<b>Unit title</b>	<b>Credit value</b>
<b>Mandatory</b>			
F/505/3431	330	Medical terminology	16

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

<b>Title and level</b>	<b>GLH</b>	<b>TQT</b>
Level 3 Certificate in Medical Terminology	82	160



## 2 Centre requirements

### Approval

If your Centre is approved to offer Level 3 Certificate in Medical Terminology (4415-02) or Level 3 Certificate/Diploma in Medical Administration/Medical Secretaries (4419-02) you will be given an automatic approval to deliver 5519-13.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

### Resource requirements

#### Physical resources and site agreements

Centres must provide access to sufficient equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

#### Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

#### Assessors and Internal Quality Assurer

Assessor/Internal Quality Assurer TAQA qualifications are valued as qualifications for centre staff, but they are not currently a requirement for this qualification.

### **Continuing professional development (CPD)**

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

### **Learner entry requirements**

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualifications] successfully.

### **Age restrictions**

City & Guilds cannot accept any registrations for learners under 16 as this qualification is not approved for under 16s.



## 3 Delivering the qualification

### Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

### Support materials

The following resources are available for this qualification:

Description	How to access
Sample test papers	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>
Past papers	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>

### Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: [www.cityandguilds.com/eportfolios](http://www.cityandguilds.com/eportfolios).





## 4 Assessment

<b>Unit</b>	<b>Title</b>	<b>Assessment method</b>	<b>Where to obtain assessment materials</b>
330	Medical terminology	Externally set and marked written test	Follow standard examination entry procedures.

### Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months
- Assignments should take no longer than 8 hours. If they do, centres should consider why this is, and make sure that they are not trying to gather too much evidence.

### Test specifications

The way the knowledge is covered by each test is laid out in the tables below:

**Test 1:** Unit 330  
**Duration:** 1 hour 45 minutes

<b>Unit</b>	<b>Outcome</b>	<b>Number of questions</b>	<b>%</b>
330	1 Understand the structure and meaning of medical word parts	5	48.5
	2 Understand the meaning of medical terminology relating to the human body	5	31.4
	3 Understand the meaning of medical terminology relating to specialist areas associated with medicine	5	10.7
	4 Know medical terminology relating to pharmacology	2	8
	5 Know the meaning of abbreviations relating to medical qualifications	1	1.4
<b>Total</b>		<b>18</b>	<b>100</b>



## 5 Units

### Availability of units

The following units can also be obtained from The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

### Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

## Unit 330

## Medical terminology

<b>UAN:</b>	<b>F/505/3431</b>
<b>Level:</b>	3
<b>Credit value:</b>	16
<b>GLH:</b>	82
<b>Aim:</b>	The aim of this unit is to enable the learner to develop a basic knowledge of how to accurately construct, identify and use a specified range of medical terminology.

### Learning outcome

The learner will:

1. understand the structure and meaning of medical word parts

### Assessment criteria

The learner can:

- 1.1 define individual medical **word parts**
- 1.2 identify medical terms derived from the medical word parts.

### Range

#### Word parts

Prefixes, roots and suffixes, use of combining vowel  
See list in Appendix 1

### Learning outcome

The learner will:

2. understand the meaning of medical terminology relating to the human body

### Assessment criteria

The learner can:

- 2.1 define medical terminology relating to the **human body**.

### Range

#### Human body

Includes medical terms of anatomy and physiology (structure, function, organs, systems), diseases, conditions and procedures  
See list in Appendix 2

<b>Learning outcome</b>
The learner will: 3. understand the meaning of medical terminology relating to specialist areas associated with medicine
<b>Assessment criteria</b>
The learner can: 3.1 define medical <b>terminology</b> relating to <b>diagnostic departments</b> 3.2 identify medical <b>abbreviations relating to diagnostic tests</b> 3.3 define terminology relating to <b>specialist medical areas</b> .

<b>Range</b>
<b>Terminology</b> Medical terms relating to pathology, diagnostic techniques, imaging techniques, examination instruments and procedures
<b>Diagnostic departments</b> Pathology and clinical imaging
<b>Diagnostic tests abbreviations</b> See list in Appendix 3
<b>Specialist medical areas</b> See list in Appendix 4

<b>Learning outcome</b>
The learner will: 4. know medical terminology relating to pharmacology
<b>Assessment criteria</b>
The learner can: 4.1 identify the meaning of <b>pharmaceutical abbreviations</b> 4.2 describe individual <b>classifications of medicines</b> .

<b>Range</b>
<b>Pharmaceutical abbreviations</b> See list in Appendix 5
<b>Classifications of medicines</b> See list in Appendix 6

<b>Learning outcome</b>
The learner will: 5. know the meaning of abbreviations relating to medical qualifications
<b>Assessment criteria</b>
The learner can:

5.1 identify the meaning of **abbreviations relating to medical qualifications.**

**Range**

**Medical qualification abbreviations**

See list in Appendix 7

## Appendix 1 Word part list Level 3

Learning outcome 1 only

This list can be referred to as a framework for other learning outcomes, however candidates will need to know the **full range** of terminology in relation to the individual body systems.

### Prefix

Prefix	Meaning
a-	absence of
ab-	away from
acou-	hearing
acro-	extremities
ad-	towards
aero-	air
an-	absence of
ana-	up/excessive
aniso-	unequal
ante-	before
anti-	against
auto-	self
bi-	two
bio-	life
blasto-	basic/immature/ embryonic
brady-	slow
circum-	around
co-/con-	together/joined
contra-	against
chromo- /chromat o-	colour
cryo-	cold
crypto-	hidden
cyano-	blue
de-	away from/removing
dextra-	to the right

Prefix	Meaning
dia-	through
diplo-	double
dorso-	dorsal (back)
dys-	difficult/abnormal/ painful
ecto-	external/outside/ without
en-/endo-	within/in/into
epi-	upon/above/on
ery- /erythro-	red
eu-	good/well/normal
ex-	out of/away from
extra-	outside
gen-	birth/origin
hemi-	half
hetero-	unlike/dissimilar
homo-	same/like
homeo	like
hyper-	above/high/in excess of normal
hypo-	low/below/under/ less than normal
idio-	peculiar to the individual/unknow n
infra-	below
inter-	between
intra-	within/inside
iso-	equal

<b>Prefix</b>	<b>Meaning</b>
kypho-	crooked humped/ curvature
latero-	side/sideways
leuco- /leuko-	white
lordo-	curvature forward
macro-	large
mal-	poor/abnormal
mega- /megalo-	big/enlarged
melano-	black/dark/pigmen t
meta-	after/beyond
micro-	small
mono-	one/single
multi-	many
narco-	stupor
neo-	new
nulli-	none
oligo-	scanty/deficiency
ortho-	straight
pachy-	thick
pan-	all
para-	alongside
per-	through
peri-	around

<b>Prefix</b>	<b>Meaning</b>
polio-	grey
poly-	many
post-	after
pre-/pro-	before
presbyo-	old age
pseudo-	false
quadri-	four
retro-	backwards
sclero-	hard
scolio-	sideways/ twisted
semi-	half
steno-	narrow
sub-	below
super- /supra-	above
syn-	with/together/unio n
tachy-	rapid/fast
tetra-	four
trans-	across/through
ultra-	beyond
uni-	one
ventro-	front/anterior
xantho-	yellow

## Word Roots

Word Root	Meaning
abdomino-	abdomen
adeno-	gland (any)
adipo-	fat
albumen- /albumin-	albumin/ a protein
alveolo-	air sac
amylo-	starch
andro-	man
angio-	vessel
aorto-	aorta/ main artery
appendico-	appendix
aqua-	water
arterio-	artery
arthro-	joint
articulo-	joint
athero	plaque lining blood vessels
atrio-	atrium/upper chamber of heart
audio-	hearing
auri-	ear
balano-	glans penis
bili-	bile
blepharo-	eyelid
brachio-	arm
bronchiolo-	bronchiole/small air tube in lung
broncho-	bronchus/tube to the lung
bucco-	cheek
caeco-	caecum/ part of intestine
cardio-	heart
carpo-	wrist/hand
cephalo-	head
cerebello-	cerebellum/ part of brain
cerebro-	Brain/cerebrum
cervico-	cervix/neck
cheilo-	lip

Word Root	Meaning
chiro-	hand
cholangio-	biliary vessels
chole-	bile
cholecysto-	gallbladder
choleodocho -	common bile duct
chondro-	cartilage
chromo-	colour
coccygo-	coccyx/ part of vertebrae/ spine
colo- /colono-	colon (large intestine)
colpo-	vagina
coro- /coreo-	pupil of eye
corono-	heart/crown
costo-	rib
cranio-	skull containing brain
culdo-	Recto-uterine sac (Pouch of Douglas)
cysto-	bladder
cyto-	cell
dacryo-	tear/ tearduct
dento-	tooth
derm- /dermato-	skin
duodeno-	duodenum (part of intestine)
embolo-	plug
encephalo-	brain
endocardio -	lining of heart
endometrio -	endometrium (lining of uterus)
entero-	intestine
epididymo-	tubules above the testes/testicles
epiglotto-	epiglottis
febro-	fever



<b>Word Root</b>	<b>Meaning</b>
feto-	fetus/unborn baby
gastro-	stomach
gingivo-	gums
glosso-	tongue
glyco-	sugar
gyno- /gynaeco-	woman
haemo-/ haemato-	blood
hep- /hepato-	liver
hernio-	hernia, rupture, protrusion
hidro-	Perspiration, sweat
histo-	tissue
hydro-	water
hystero-	womb
iatro-	doctor/physician
ileo-	ileum (part of intestine)
ilio-	ilium (bone of the pelvis)
immuno-	immunity
irido-	iris
ischio-	ischium/ part of pelvis
jejuno-	jejunum (part of intestine)
kalo-	potassium
karyo-	nucleus
kerato-	cornea/ scaly/horny/hard skin
lacrimo-	tear
lacto-	milk
laparo-	abdomen/abdominal wall
laryngo-	larynx/voice box
leuco-	white
linguo-	tongue
lipo-	fat
litho-	stone

<b>Word Root</b>	<b>Meaning</b>
lobo-	lobe
lymphaden o-	lymph gland
lymphangio	lymph vessel
lympho-	lymphatic, lymph/tissue fluid
mammo- /masto-	breast
mandibulo-	lower jaw
mastoido-	mastoid (part of ear)
maxillo-	upper jaw
meningo-	meninges/membrane covering brain and spinal cord
menisco-	meniscus (knee cartilage)
meno-	menstruation/monthly period
metro-	womb
myco- myceto-	fungus
myelo-	marrow/spinal cord
myo-/myos-	muscle
myocardio-	myocardium (heart muscle)
myometrio-	myometrium (muscle of uterus)
myringo-	ear drum
myxo-	mucous membranes
narco-	deep sleep/stupor
naso-	nose
nato-	birth
natro-	sodium
necro-	death
nephro-	kidney
neuro-	nerve
nocto-	night
nucleo-	nucleus
oculo-	eye

Word Root	Meaning
odonto-	tooth
oesophago-	oesophagus (gullet)
onco-	tumour
onycho-	nail
oo-	egg/ovum
oophoro-	ovary
ophthalgo-	eye
opto-	sight/eye
orchio- /orchido-	testis/male gonad/male gland
osteo-	bone
oto-	ear
paedo-	child
pancreato-	pancreas/a gland
patho-	disease
pericardio-	outer layer of heart (covering of heart)
peritoneo-	peritoneum (membrane of the abdominal cavity)
phago-	swallow, eat
phako-	lens
phallo-	penis
pharmaco-	drug
pharyngo-	pharynx/throat
phaso-	speech
phlebo-	vein
phreno-	diaphragm/mind
pleuro-	lung covering/ membrane
pneumo- /pneumono-	air/gas/lung
pnoe-	breathing
procto-	anus/rectum
prostato-	prostate/a male gland
pulmono-	lung
pyelo-	pelvis of kidney
pyloro-	part of stomach

Word Root	Meaning
pyo-	pus
pyro-	fever
recto-	rectum
reno-	kidney
rhino-	nose
sacro-	sacrum
salpingo-	fallopian/uterine tube
sarco-	flesh
sialo-	salivary gland
sigmoido-	sigmoid colon/ part of large intestine
somato-	body
spleno-	spleen
spondylo-	vertebra
steato-	fat
sterno-	sternum/breast bone
stetho-	chest
stoma- /stomato-	mouth
tarso-	foot/eyelid
tendino- /teno	tendon
thermo-	heat
thoraco-	chest/thorax
thrombo-	blood clot
thyro-	thyroid/gland in neck
tonsillo-	tonsils/lymph gland
tox-/toxico-	poison
tracheo-	windpipe/trachea
tympano-	ear drum
uretero-	ureter/tube from kidney
urethro-	urethra/tube from bladder
uro-	urine/urinary
utero-	womb
uveo-	uveal tract (parts of eye)

<b>Word Root</b>	<b>Meaning</b>
varico-	varicose veins
vaso-	vessel
veno-	vein

<b>Word Root</b>	<b>Meaning</b>
ventrico- ventriculo-	ventricle (lower chamber of heart)

## Suffixes

Suffix	Meaning
-a/ia	condition of
-aemia	blood
-ac	concerning/pertaining to
-al	concerning/pertaining to
-algia	pain
-ary	concerning/pertaining to
-blast	immature cell/embryonic cell
-cele	swelling/protrusion
-centesis	to puncture/tapping
-clasis	destruction of/break
-clast	destroying/breaking
-cide	kill/destroy
-cyte	cell
-demic	people/population
-desis	binding together/fusion
-dynia	pain
-ectasis	dilation
-ectomy	surgical removal of
-emesis	vomiting
-gen	producing/forming
-genesis	forming or origin
-genic	producing or forming
-gram	picture/tracing
-graph	machine that records/tracing
-graphy	procedure of recording/tracing
-gravida	pregnancy
-ia/-iasis	condition of/state of

Suffix	Meaning
-iac	pertaining to
-iatic	pertaining to medicine/physician
-ic	concerning/pertaining to
-iosis/-ism	condition of/state of
-itis	inflammation of
-lith	stone
-lithiasis	condition/presence of stones
-lysis	destruction/splitting/ breaking down
-malacia	softening
-megaly	enlargement of
-meter	measure/instrument to measure
-metry	process of measuring
-natal	birth
-necrosis	death of
-oedema	swelling caused by excess fluid
-ology	study of/science of
-oid	likeness/resembling
-oma	tumour
-opia	condition of the eye
-orrhage	burst forth/bleeding
-orrhagia	condition of heavy bleeding
-orrhaphy	sew/repair
-orrhoea	flow/discharge
-oscopy	examination with a lighted instrument
-osis	condition of

Suffix	Meaning
-ostomy	artificial opening into/
-otomy	cutting into/dividing/incision
-para/-parous	given birth
-paresis	weakness/partial paralysis
-pathy	disease
-penia	lack of/decreased
-pexy	fixation of
-phagia	swallowing
-phasia	speech
-philia	liking/loving/affinity for
-phobia	irrational fear
-phylaxis	protection/prevention
-plasia	formation
-plasty	form/mould/reconstruct

Suffix	Meaning
-plegia	paralysis
-pnoea	breathing
-poiesis	producing/formation
-porosis	thinning/channel
-ptosis	drooping/falling
-rrhythmia	rhythm
-sclerosis	hardening
-scope	lighted instrument used to examine
-spasm	involuntary contraction
-stasis	cessation of movement/flow
-stenosis	narrowing
-taxia	gait/coordination
-tome	cutting instrument
-tripsy	crushing
-trophy	nourishment/food
-uria	condition of urine

## Appendix 2 Human body systems Level 3

The learner should be able to identify and give definitions of terms relating to:

### **Skeletal/locomotor system**

- the skeleton:
  - axial
    - skull (main bones)
      - cranium – frontal, occipital, parietal, temporal
      - face bones (main) – maxilla mandible
      - nasal
      - lacrimal
    - hyoid
  - vertebrae – atlas, axis, cervical, thoracic, lumbar, sacral, coccyx , thorax - rib cage, sternum
  - appendicular
    - scapula, clavicle
    - pelvic girdle, (innominate) ilium, ischium, pubis, sacrum
    - humerus, radius, ulna, carpals, metacarpals, phalanges
    - femur, tibia, fibula, patella, tarsals, metatarsals, phalanges
  - ossicles – malleus, incus, stapes
  - joints
  - bursae
  - tendons
  - ligaments
- **diseases, disorders and conditions of the skeletal/locomotor system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### **Blood and cardiovascular system**

#### *Blood*

The learner should be able to identify and give definitions of terms relating to:

- individual blood cells
  - erythrocytes - reticulocytes, erythroblasts
  - leucocytes - polymorphonuclear, (phagocytes), neutrophils
  - lymphocytes - monocytes
  - thrombocytes/platelets
- plasma/serum
- **diseases, disorders and conditions of the blood**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### *Cardiovascular system*

- the heart structures
  - pericardium
  - myocardium
  - endocardium,
  - heart chambers - atria, ventricles, valves, septum
- types of blood vessels
  - major blood vessels:
    - arteries – aorta
    - veins – venae cavae
  - minor blood vessels:
    - arterioles
    - venules
    - capillaries
- **diseases, disorders and conditions of the cardiovascular system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### **Lymphatic and immune system** including **body's response to infection**

- lymphatic structures
  - lymph/tissue fluid
  - vessels
  - ducts
  - nodes (glands)
  - specialised lymph glands ie spleen, tonsils, adenoids
  - immunity processes ie antibodies, antitoxins, antigens
- processes of infection and body response
- **diseases, disorders and conditions of the lymphatic system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### **Respiratory system**

- upper respiratory tract structure:
  - nose, pharynx, epiglottis, larynx, trachea
- lower respiratory tract structure:
  - lungs - bronchi, bronchioli, alveoli
  - pleura
- thoracic cavity, diaphragm
- process of breathing/ventilation
- **diseases, disorders and conditions of the respiratory system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### **Digestive system**

- structures of the digestive system:
  - buccal cavity/mouth

- pharynx
- oesophagus
- stomach and regions:
- small intestine and regions
- large intestine and regions
- mechanical process of digestion including peristalsis
- accessory organs of digestion ie teeth, tongue, salivary glands, pancreas, liver, gallbladder
- **diseases, disorders and conditions of the digestive system and accessory organs of digestion**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### Urinary

- structures of the urinary system:
  - kidney and its regions – eg cortex, medulla, nephrons, renal pelvis
  - ureters
  - bladder and its regions
  - urethra
- process of urine production eg filtration
- urinalysis and abnormalities
- **diseases, disorders and conditions of the urinary system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### Neurology

- central nervous system:
  - cerebrum, main lobes (frontal, parietal, temporal, occipital)
  - cerebellum
  - cranial nerves
  - spinal cord and regions – cervical, thoracic, lumbar, sacral
  - meninges – duramater, arachnoidmater, piamater
- spinal nerves
- peripheral nervous system
- autonomic nervous system
- main types of mental illness – psychoses, neuroses
- **diseases, disorders and conditions of the nervous system**
- **procedures, diagnostic procedures and equipment used with this body system**

### Endocrinology

- structures of the endocrine system:
  - pituitary gland
  - adrenal gland
  - thyroid gland
  - parathyroid glands
  - pancreas
  - ovaries
  - testes



- thymus
- pineal body
- hormone secretions
- **diseases, disorders and conditions of the endocrine system**
- **procedures, diagnostic procedures and equipment used with this body system**

### **Reproductive (male and female including obstetrics)**

*Male reproductive system:*

- structures of the male reproductive system:
  - testes
  - scrotum
  - epididymis/epididymes
  - penis
  - vas deferens
  - prostate gland
  - prepuce
  - seminal vesicles
  - urethra
  - perineum
- **diseases, disorders and conditions of the male reproductive system**
- **medical procedures, diagnostic tests and equipment used with this body system.**

*Female reproductive system and obstetrics*

- ovary
- fallopian (uterine) tubes
- uterus
- cervix
- vagina
- perineum
- vulva
- accessory organs - breast and their areas
- menstruation
- structures and stages of pregnancy including development of fertilised egg:
  - embryo
  - fetus – amnion, chorion, placenta, umbilical cord
  - trimesters
- **diseases, disorders and conditions of the female reproductive system and obstetrics**
- **medical procedures, diagnostic tests and equipment used with this body system.**

### **Skin and sensory organs (eye, ear, nose)**

*Skin*

- structures of the skin
  - epidermis
  - dermis
  - subcutaneous layer

- adrenal glands
- appendages – nails, hair
- **diseases, disorders and conditions of the skin**
- **medical procedures, diagnostic tests and equipment used with this body system.**

#### *Eye*

- eyeball
- eyelid
- sclera
- uveal tract - choroid, ciliary body, iris
- retina – rods and cones
- lens
- cornea
- conjunctiva
- chambers - anterior and posterior
- macula (fovea)
- optic disc
- fundus
- aqueous humour
- vitreous humour
- lacrimal apparatus
- eyelids

#### *Ear*

- external ear – pinna, auditory canal
- middle ear
  - tympanic membrane
  - eustachian tube
  - ossicles - malleus, incus, stapes
- inner ear – vestibule, labyrinth, semicircular canals, cochlea

#### *Nose*

- olfactory nerves for sensation of smell
- sinuses
- septum
- **diseases, disorders and conditions of these sensory organs**
- **medical procedures, diagnostic tests and equipment used with this body system.**

## Appendix 3 Diagnostic tests abbreviations Level 3

<b>Haematology</b>	
<b>Blood count</b>	
ESR	Erythrocyte sedimentation rate
FBC	Full blood count
Hb	Haemoglobin
MCV	Mean corpuscular volume
PCV	Packed cell volume
RBC	Red blood count
WBC	White blood count
WBC & diff.	White blood count and differential
<b>Biochemistry</b>	
BS	Blood sugar
BUN	Blood urea nitrogen
CPK	Creatinine phosphokinase (can indicate myocardial infarction)
FBS	Fasting blood sugar
GI	Glycaemic index
GTT	Glucose tolerance test
GFR	Glomerular filtration rate (kidney disease)
HbA1c	Blood test showing the amount of glucose bound to Haemoglobin
HDL	High density lipoproteins
INR	International normalised ratio (clotting time)
LFTs	Liver function tests
Ig	Immunoglobulin
LDL	Low density lipoproteins
pH	Acid/alkaline balance
PBI	Protein bound iodine
TFT	Thyroid function tests
U&Es	Urea and electrolytes
T <sub>4</sub>	Thyroxine test
<b>Gases</b>	
O <sub>2</sub>	Oxygen
CO <sub>2</sub>	Carbon dioxide

<b>Minerals &amp; Electrolytes</b>	
Ca	Calcium
Fe	Iron
K	Potassium
Mg	Magnesium
Na	Sodium
P	Phosphorous
<b>Miscellaneous</b>	
AFP	Alpha-fetoprotein
CIN I-IV	Carcinoma intraepithelial neoplasia (stages of cancer)
C&S	Culture & sensitivity
CSU	catheter specimen of urine
CVS	Chorionic villus sampling
EMU	Early morning urine
MSU	Midstream specimen of urine
MRSA	Multiple/methicillin/meticillin resistant staphylococcus aureus
O&S	Organism and sensitivity
PAP	Cervical smear test
PSA	Prostate specific antibody
Rh-	Rhesus negative
Rh+	Rhesus positive
<b>Imaging tests</b>	
CT or CAT	Computerised tomography/computerised axial tomography
DEXA	Dual energy x-ray absorptiometry/scan for bone density
ECG	Electrocardiogram
EEG	electroencephalogram
ERCP	Endoscopic retrograde cholangiopancreatography
fMRI	Functional magnetic resonance imaging
IVU/IVP	Intravenous urogram/intravenous pyelogram
MRI	Magnetic resonance imaging
RGP	Retrograde pyelogram
US/USS	Ultra-sound scan
<b>Units</b>	
$\mu\text{g}$	microgram

g	Gram
g/l	Gram per litre
L or l	Litre

**NB These are only common abbreviations the list is not intended to include all abbreviations used in medicine**

## Appendix 4 Medical specialities Level 3

<b>Term</b>	<b>Meaning</b>
	<b>Study of the conditions, disease and treatment of:</b>
Aetiology	Study of the cause of disease
Anaesthesiology	Study of speciality concerning control of sensation and resuscitation
Bariatrics	Reduction of stomach capacity for treatment of obesity
Cardiology	The heart and blood vessels
Dermatology	The skin
Endocrinology	Endocrine system ie hormones and ductless glands
Gastroenterology	Digestive system
Genitourinary	Urinary and male reproductive system
Geriatrics	Elderly/old people
Gynaecology	Female reproductive system
Haematology	Blood
Hepatology	Liver
Immunology	The immune system ie defence system of the body
Nephrology	The urinary system including the kidney
Neurology	The nervous system
Obstetrics	Pregnancy and childbirth
Oncology	Tumours including cancer
Ophthalmology	Eyes
Orthodontics	Speciality concerning the prevention and correction of irregularities of the teeth
Orthopaedics	Locomotor system/bones and joints
Orthoptics	Speciality concerning non-surgical methods of treating abnormalities of vision including squints
Otorhinolaryngology	Ear nose and throat
Plastic surgery	Reshaping body parts/skin
Paediatrics	Children
Psychiatry	Mental illness
Rheumatology	Connective tissue
Urology	The urinary system
Venereology	Sexually transmitted disease

	<b>Miscellaneous</b>
Aetiology	Study of the cause of disease
Cytology	Microscopic study of cells
Bacteriology	Microscopic study of bacteria ie a classification of microorganisms
Biochemistry	Study of the chemical contents and processes of the body
Epidemiology	Study of the distribution of disease including environmental factors
Forensic pathology	Study of criminal investigation concerning disease/death
Histology	Microscopic study of tissues
Histopathology	Microscopic study of disease of tissues
Microbiology	Microscopic study of microorganisms (too small to be seen unless under a microscope)
Pathology	Study of disease; its effects and causes
Pharmacology	Drugs and their effects
Physiotherapy	Treatment with natural, physical means as opposed to drugs eg exercise, massage
Psychology	Study of the mind and behaviour
Radiology	Study of the use of X-rays in diagnosis and treatment
Virology	Study of viruses

## Appendix 5      Pharmaceutical abbreviations Level 3

Abbreviation	Meaning
<b>*Prescription directions</b>	
ac	before food
bd	twice daily
od	every day
om	every morning
on	every night
pc	after food
prn	when required/whenever necessary
qds	four times daily
qqh	every four hours
stat	at once/immediately
tds	three times daily
tid	three times daily
<b>Forms of drugs</b>	
caps	capsules
tab	tablet
troch	lozenge
ung	ointment
<b>Modes of administration</b>	
occ or oc	for the eyes
neb	by nebuliser
im or i/m or IM	intra-muscular
iv or i/v or IV	intravenous
pess/ pessary	for the vagina
poc/POC	for the eyes
PR/pr	per rectum /via the rectum
PV/pv	per vagina/via the vagina
suppos	suppository/ via the rectum
<b>Units of measurement</b>	
g	grams
mcg      (not used in prescriptions)	microgram
mg	milligram
ml	millilitre
ng      (not used in prescriptions)	nanogram



L or l	litre
SI	International System
<b>Miscellaneous</b>	
BNF	British National Formulary
BP	British Pharmacopoeia
MIMS	Monthly index of medical specialities
NP	Proper name /named
OTC	Over the counter
SLS	Selected list scheme
TTA	To take away
rep	Repeat/let it be repeated
R <sub>x</sub>	Take/recipe/treatment
<b>Legal classification</b>	
CD/cd	Controlled drug
GSL	General sales list
P	Pharmacy only
POM	Prescription only medicine
MODA	Misuse of Drugs Act
<b>Types of drugs</b>	
COC	Combined oral contraceptive pill
HRT	Hormone replacement therapy
NSAID	Nonsteroidal anti-inflammatory drug
POP	Progesterone only pill
PPI	Proton pump inhibitor
SSRI	Selective serotonin reuptake inhibitor

\*Candidates will only be tested on the approved abbreviations in the BNF (as stated in the assessment criteria). Centres may teach common variations eg bid, qid but these will **not** be tested.

## Appendix 6      Classification of Medicines/Drugs Level 3

<b>Category</b>	<b>Action</b>
Ace-inhibitor	Drug to treat hypertension
Anaesthetic	Drug to remove sensation (local or general)
Analgesic	Drug for relief of pain
Antacid	A substance which neutralises stomach acid
Antibiotic	Drug which kills bacteria
Anticoagulant	Drug which prevents clotting
Antidepressant	Drug which lifts the mood
Anti-emetic	Drug which prevents vomiting
Antifungal	Drug which kills fungus
Antihistamine	Drug which reduces histamine for allergies
Antihypertensive	Drug which lowers the blood pressure
Anti-inflammatory	Drug which reduces inflammation
Anti-obesity	Drug which helps reduce weight
Antipyretic	Drug which reduces the body temperature
Antipsychotic	Drug which quietens disturbed patients suffering from mania, hallucinations
Antispasmodic	Drug which reduces spasms of muscle
Antitussic	Drug which reduces coughing
Antiviral	Drugs which kill viruses (a type of organism)
Anxiolytic	Drug which reduces anxiety
Beta-blocker	Drug which reduces high blood pressure
Bronchodilator	Drug which dilates the bronchial tubes (eg asthma)
Calcium channel blocker	Drug which reduces blood pressure
Carminative	Drug which reduces flatulence
Chemotherapy	Toxic drugs which kill malignant cells
Contraceptive	Drug which prevents conception
Cytotoxic	Drug which kills cells-used to kill malignant cells
Decongestant	Drug which relieves the congestion of mucous membranes
Depressant	Drug which depresses the function of the central nervous system (CNS)
Diuretic	Drug which stimulates the production of urine

Expectorant	Drug which encourages coughing up of secretions of the respiratory tract
Hypnotic	A drug which induces sleep
Laxative	Drug used to evacuate the bowel
Narcotic	Drug derived from opium which induces a deep unnatural sleep
Prophylactic	A substance used to prevent disease
Proton pump Inhibitor	Drug which inhibits the production of hydrochloric acid by the stomach
Sedative	Drug which lowers function of the central nervous system (CNS)
Statins	Drug which lowers cholesterol blood levels
Steroids	Drug containing hormones usually of the adrenal cortex (corticosteroids)
Stimulant	Drug which increases the function of the central nervous system (CNS)
Tranquilliser	Drug which reduces anxiety
Vaccine	Substance especially prepared to stimulate the body to produce its own antibodies or antitoxins to prevent disease

## Appendix 7      Medical qualifications abbreviations Level 3

<b>Abbreviation</b>	<b>Meaning</b>
BA	Bachelor of Arts
BC or BCh or B Chir or ChB or BS	Bachelor of Surgery
BM	Bachelor of Medicine
BS	Bachelor of Surgery
BSc	Bachelor of Science
ChB or B Chir	Bachelor of Surgery
CM or ChM	Master of Surgery
DA	Diploma in Anaesthetics
DCh or DS	Doctor of Surgery
DDS	Doctor of Dental Surgery
DM	Doctor of Medicine
FCPS	Fellow of the College of Physicians and Surgeons
FRCS	Fellow of the Royal College of Surgeons
FRCGP	Fellow of the Royal College of General Practitioners
FRCOG	Fellow of the Royal College of Obstetricians and Gynaecologists
FRCP	Fellow of the Royal College of Physicians
FRCPsych	Fellow of the Royal college of Psychiatrists
MB	Bachelor of Medicine
MD	Doctor of Medicine
MCh or MChir	Master of Surgery
MCPS	Member of the College of Physicians and Surgeons
MRCGP	Member of the Royal College of General Practitioners
MRCP	Member of the Royal College of Physicians
MRCS	Member of the Royal College of Surgeons

## Appendix 8 Recommended books

<b>Author</b>	<b>Title</b>	<b>Publisher</b>
Bird, Mary	Medical Terminology & Clinical Procedures 3rd Edition (Revised) (also contains anatomy and physiology)	iUniverse ISBN978-1-4759-9939-6  Available from Amazon
Gyls, Barbara A & Wedding, Mary	Medical Terminology: A Systems Approach (American spellings)	FA Davis Company
Watson, Roger	Anatomy and Physiology for Nurses	Baillière Tindall
Weller, Barbara F	Baillières Nurses' Dictionary	Baillière Tindall
Joint Formulary Committee	British National Formulary	British Medical Association and Royal Pharmaceutical Society of Great Britain



## Appendix 9 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on [www.cityandguilds.com](http://www.cityandguilds.com).

**Centre Manual - Supporting Customer Excellence** contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

**Our Quality Assurance Requirements** encompasses all of the relevant requirements of key regulatory documents such as:

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

**Access to Assessment & Qualifications** provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events

- **Online assessment:** how to register for e-assessments.

City & Guilds  
**Believe you can**



[www.cityandguilds.com](http://www.cityandguilds.com)



## Useful contacts

<b>UK learners</b> <b>General qualification information</b>	<b>T: +44 (0)844 543 0033</b> <b>E: learnersupport@cityandguilds.com</b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <b>intcg@cityandguilds.com</b>
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>centresupport@cityandguilds.com</b>
<b>Single subject qualifications</b> Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: <b>singlesubjects@cityandguilds.com</b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>intops@cityandguilds.com</b>
<b>Walled Garden</b> Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>walledgarden@cityandguilds.com</b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <b>business@cityandguilds.com</b>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication. If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: **feedbackandcomplaints@cityandguilds.com**

### About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

### **City & Guilds Group**

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

### **Copyright**

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council. Published by City & Guilds, a registered charity established to promote education and training

### **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)844 543 0000**

**F +44 (0)20 7294 2413**

**[www.cityandguilds.com](http://www.cityandguilds.com)**