

Use of Medical Terminology in Work Activities (WSQ)

For course schedule, visit or scan:
<https://www.parkwaycollege.edu.sg>



Parkway College of Nursing and Allied Health (Parkway College) is the Singapore education arm of Parkway Pantai Limited, one of Asia's leading and largest private healthcare services provider.

Parkway College aspires to be the premier global private educational institution in the niche fields of Nursing, Allied Health and Healthcare Management. It provides opportunities for life-long learning, and equips its students with the skills and knowledge to succeed in the workplace.

Course Description

This course aims to equip individuals with limited or no medical training, with the knowledge and skills to communicate clearly and effectively using medical terminology.

Participants will learn spelling, pronunciation and definition of medical terms. They will also discover the connections and relationships among root words, prefixes and suffixes, and learn to recognize the individual parts.

Course Objectives

This course is designed for people working or wishing to work in the healthcare environment and do not have adequate training in medical terminology. It also aims to develop skills to communicate clearly and effectively with proper terminology to patients, healthcare staff and others.

Course Outline

- Demonstrate understanding of the principles of medical terminology. Build and analyze common medical terms including root words, prefix and suffix.
- Use appropriate medical terminology and acronyms in interactions with healthcare professionals. Apply basic medical terminology in oral and written form.
- Explain basic medical terminology and acronyms in interactions to patients and next-of-kin. Explain simple medical terminology and abbreviations in simple terms to patients or next-of-kin in accordance with organisational procedures. Refer enquiry to medical staff if it is beyond the scope of knowledge.

Course Structure

Duration: 2 days (16 hours)

Who Should Attend

Reception staff, Administrative staff, Clinic Assistants, Healthcare Assistants, Therapy Assistants, Allied Health Staff, Support Services Staff, Customer Service Staff

Certificate Awarded

Upon successful completion and assessment of the training module, participants will receive a formal recognition through the award of a Statement of Attainment (SOA) by SkillsFuture Singapore (SSG).

The SOA is a nationally recognized qualification indicating the participant's ability or competence in a particular area. The participant is certified as being able to perform a task appropriate to his/her occupational level and work demands.

Course Fees

Per participant: S\$342.40

• Skills Development Funding* (SDF) is available for Singapore Citizens (SC) and Permanent Residents (SPR). SkillsFuture Credit** is eligible to be utilised for this course.

* SDF is subject to SSG approval otherwise full fee will apply. Individual and company-sponsored candidates may apply. Please refer to SSG website for more information at <http://www.ssg-wsg.gov.sg/>

**All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website www.skillsfuture.sg/credit to choose from the courses available on the SkillsFuture Credit course directory.

Notes:

1. Fees are inclusive of prevailing Government Goods and Services Tax.
2. Parkway College reserves the right to postpone or cancel the course if minimum enrolment is not met.

Course fee after SSG Funding	SCs/SPRs	SMEs/SCs 2-40 yrs old	WTS
Full fee (inclusive 7% GST)	\$342.40	\$342.40	\$342.40
Training grant	\$256.00	\$288.00	\$304.00
Amount payable after training grant	\$86.40	\$54.40	\$38.40

Legend: SC - Singapore Citizen, SPR - Singapore Permanent Resident, SME - Small Medium Enterprise, WTS - Workforce Training Support Scheme

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