**Registration and Funding Process for Medical Secretary Training**

**Introduction – Medical Secretary Courses**

*Estimated cost per place (funded by L&SC PCTH): From £220.00 to £695.00*
*Target audience: Non-Clinical Staff working in primary care.*

**Learning - You have a choice of the below courses:**

**MS30 - Medical Secretarial Short Diploma Course (30 hours)**

See full course details here: [MC10 MS30 MEDICAL Secretarial](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MC10-MS30-MEDICAL-Secretarial-DL.docx)This course is suitable for those who already have good keyboard and word processing skills.
The course includes medical terminology and medical documents such as those used in hospitals and by GPs. Modules include Text Production Level 2, Medical Word Processing Level 2 and Medical Audio Transcription Level 2. The course is available through distance learning.

**MC10 - Medical Secretary Diploma Course - Advanced (approx. 60 hours)**

See full course details here: [MC10 MS30 MEDICAL Secretarial](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MC10-MS30-MEDICAL-Secretarial-DL.docx)This course is suitable for beginners, graduates requiring skills for the modern business environment or for those already working within a medical environment. Beginners learn touch typing, audio typing and word processing. The course includes medical terminology basics and medical documentation such as those used in hospitals and by GPs. Modules include Copy Typing, Text Production at Level 1 and Level 2, Medical Word Processing Level 2 and Medical Audio Transcription Level 2. The course is available through distance learning.

**MS35 – KN Medical Secretary Diploma - Advanced Level 3 (80-120 hours)**

See full course details here: [MS35 MEDICAL Secretarial Advanced Level 3](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MS35-MEDICAL-Secretarial-Advanced-Level-3.doc)The course follows the syllabus for the OCR Word Processing Level 3 and OCR Text Production Level 3. Comprehensive training is given in medical terminology, advanced word processing and text production of a variety of correspondence. Also see attached list.

*Course pre-requisites*

*This course is ideally suitable for those who already have some secretarial experience.*
*Essential pre-requisites are:*

1. *A good level of English Grammar*
2. *The ability to type at 50 to 55 words per minute*
3. *The ability to use Microsoft Word to a proficient level, including tables, inserting pictures, footnotes, tracked changes, columns etc.*

**MT30 - Medical Terminology Course (60 to 80 hours)**

See full course details here: [MT30 MEDICAL TERMINOLOGY special](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MT30-MEDICAL-TERMINOLOGY-special-DL.doc)Comprehensive training is given in medical terminology.

*Course pre-requisites*

*This course is ideally suitable for those who already have some secretarial / administrative experience. It is suitable for those wishing to change career in order to specialise in medical secretarial work or for those already working within the NHS.*

**MT35 – KN Medical Secretary Advanced Diploma (140 hours)**

See full course details here: [MT35 MEDICAL Secretarial Advanced Level 3](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MT35-MEDICAL-Secretarial-Advanced-Level-3.doc)The course follows the syllabus for the OCR Medical Word Processing Level 2, OCR Medical Audio Transcription Level 2, OCR Word Processing Level 3 and OCR Text Production Level 3. (Examinations are no longer offered by OCR). Comprehensive training is given in medical terminology, medical word processing and medical audio transcription of correspondence such as that used in hospitals and by GPs.

*Course pre-requisites*

*This course is ideally suitable for those who already have secretarial experience. Good word processing skills and typing skills of between 50 and 55 wpm are desirable.*

**MT60 – KN Medical Secretary Advanced Diploma (approx. 100-120 hours)**

See full course details here: [MT60 MEDICAL Secretarial](https://www.lscthub.co.uk/wp-content/uploads/2023/02/MT60-MEDICAL-Secretarial-Dl.docx)The course follows the syllabus for the former OCR Medical Word Processing Level 2 and OCR Medical Audio Transcription Level 2 qualifications. (Examinations are no longer offered by OCR). Comprehensive training is given in medical terminology, medical word processing and medical audio transcription of correspondence such as that used in hospitals and by GPs. A pocket medical dictionary and medical terminology book is also provided to aid your study.

*Course pre-requisites*

*This course is ideally suitable for those who already have secretarial experience. Good word processing skills and typing skills of between 30 and 40 wpm are desirable. (For those without these pre-requisites please see course MT30 or enquire about KeyNet’s Foundation Skills courses).*

**Registration Form for Medical Secretary Funding**

|  |  |  |
| --- | --- | --- |
| **Name** | **Delivery Address** | **Contact Information** |
| **First:****Middle****Surname:**  | **Post Code:**  | **Email:** **Phone number:**  |
| **Current Role** | **Place of Work and Address** |  |
| **Job Title:**  | **Employer Name:****Address:**  | **Do you meet the eligibility criteria for this course?****YES / NO** |
| How will you utilise this training within your role? |
|  |
| **Candidate Commitment and Signature** |
| I understand by participating in this programme I am expected tocommit to the learning and assessment aspects in order toachieve all elements of this programme. | **Signature:** | **Print Name:**  |
| **Data Sharing Agreement** |
| I agree that data and information with regards to any activities inrelation to the programme can be shared for monitoring andevaluation purposes. | **Signature:** | **Print Name:**  |
| **Employer Commitment and Signature** |  |  |
| As an employer we agree to support our staff member during thisprogramme which will include committing to provide sufficienteducation and learning time (see page 1) in order for them to achieve all elements of the programme. | **Signature** | **Print Name:**  |
| **Course Details** (see p.1) |
| **Course Name**  | **Course Code** | **Cost** |
|  |  | £ |
| Postage and Packaging | - | £14.99 |
| TOTAL | - | **£** |
| **Training Hub Funding Confirmation** (to be filled by TH) |
| **Name:** | **Signature:** | **Date:** |
|  |  |  |

**Details with regards to the course and its content will be provided within due course.**

Please submit this form to mbpcc.lscthub@nhs.net who will register you on the course, subject to approval of funding.

Any further questions please do not hesitate to contact mbpcc.lscthub@nhs.net