



King Hussein Cancer Center

Training Center

Medical Terminology Course

Dec,03rd,2011

Knowledge is the mind, Attitude is the heart and Practice is the hand

KAP is the human

Pre-course Letter

Dear Participants:

We are pleased to have you join us in this Medical Terminology course! As part of the Hospital Staff development Programs, our purpose is to develop the participants' knowledge and skills in medical terms. We trust that your questions and concerns will be addressed in our time together. Be sure to ask for clarification as we proceed to make sure that you do not leave with any unanswered questions. As your colleagues, we welcome you and hope that you will enjoy yourself during this course and beyond. One of the most important course objectives is to have happy! Forget about what's happening at home or work. This is your time. Get all you can out of it and have a great experience.

Course Coordinator:

Nadia Ramadan

Senior Medical Transcriptionist

INTRODUCTION

Training Center
Eastern Building, 32, First floor
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This course is designed to provide the medical records staff and other working staff in KHCC with the required information and skills.

COURSE DESCRIPTION

The course will focus on providing comprehensive, practical information for developing the participant's competencies that will help in improving their skills.

OBJECTIVES:

At the end of this course, the participants will be able to:

- Build and analyze medical term.
- Express a suitable word for any condition disease or procedure which done in the body.

COURSE OUTLINE

- Course Policies.
- The medical term identification.
- Basic elements of a medical word.
- The forms of the medical term.
- Word root.
- Prefix.
- Combining forms.
- Suffix.
- Plurality of the medical term.
- Word-Building System.
- Pronunciation.
- Abbreviations.

TARGET AUDIENCE

Licensed practical nurses, medical records staff and other none medical staff.

DURATION

20 hours.

TEACHING STRATEGIES

- Lectures.
- Team work.
- Assignments.

TEACHING MATERIALS

Will include but not limited to:

- Handouts.
- Power point presentations.
- Flip chart.
- Body stereo.

EVALUATION STRATGIES

- Pre-post test.
- Continuous feedback in class room.
- Direct questions during the lecture.
- Home work.

SUCCESSFUL PROGRAM COMPLETION

To successfully complete this course, the participants have to:

- Set for the pretest and to pass the post test with 70% minimum.
- Actively participate in the course activities.
- Share in the team work.
- Attend not less than 85% of the course sessions.

EXPECTED LEARNING OUTCOMES

At the end of this course the participant will be:

- Understanding, using or pronouncing the medical terms.
- Reflecting high quality performance during work.

PREPARED BY

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