

# Medical Transcriptionist Advanced Certificate Program



## Candidate Guide

October 2010

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The Medical Transcriptionist program is dedicated to removing barriers and broadening the access to programs at SIAST. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

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<b>Web ready – PLAR office</b>	September 2009			

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## Why consider a PLAR assessment?

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PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Medical Transcriptionist program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

## What are the PLAR options?

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To be eligible for PLAR, an applicant must first register or already be registered as a SIAST student.

### Option A: Individual course challenge

If you have one to two years of successful experience in the health administration field within the previous five years, and have learned the skills and knowledge for **one or more** of the Medical Transcriptionist courses, you may apply to be assessed for each applicable course.

### Fees:

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees, check the [PLAR database](#) or call SIAST and ask to speak to the PLAR advisor/counsellor assigned to the Medical Transcriptionist program at: 1-866-467-4278 or 1-866-goSIAST.

## How many courses can be challenged through PLAR in the Medical Transcriptionist program?

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Currently we have 10 courses with PLAR challenges available. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

## Which courses are PLAR-ready?

Program Profile		
COURSE	PLAR Challenge(s) <i>available</i> through program	PLAR Challenge(s) <i>not available</i>
Medical Transcriptionist Program		
<a href="#">OPRM</a> 200 – Medical Office Procedures	✓	
<a href="#">CKEY</a> 202 – Keyboarding 3	✓	
<a href="#">MTER</a> 200 – Medical Terminology	✓	
<a href="#">CKEY</a> 201 – Key Medical Documents	✓	
<a href="#">TRSC</a> 200 – Body Systems and Transcription 1	✓	
<a href="#">TRSC</a> 201 – Body Systems and Transcription 2	✓	
<a href="#">TRSC</a> 202 – Body Systems and Transcription 3	✓	
<a href="#">TRSC</a> 203 – Body Systems and Transcription 4	✓	
<a href="#">TRSC</a> 205 – Medical Specialties and Transcription 2	✓	
<a href="#">TRSC</a> 206 – Medical Specialties and Transcription 3	✓	

For assistance call SIAST and ask to speak to the PLAR advisor/[counsellor](#) assigned to the Medical Transcriptionist program at: 1-866-467-4278 or 1-866-goSIAST.

## Is PLAR available at any time of the year?

PLAR challenges are currently being offered at any time.

## Is it *easier* to challenge a course through PLAR - OR - take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

## **Methods of assessing prior learning**

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Assessment methods measure an individual's learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- product validation & assessment
- challenge exam
- performance evaluations (including skill demonstrations)
- evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

## **If I live out of town, do I have to travel to a main campus to do PLAR?**

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There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

## **What if I have a disability & need equity accommodations?**

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At SIAST, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for education equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a SIAST counsellor at a campus closest to you or refer to the SIAST Web site: <http://www.siastr.sk.ca/stuservices/>

## **Are there other methods to gain SIAST course credits for prior learning?**

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### **Transfer credit**

Yes, SIAST will grant credit for previous training that is similar in content, objectives, and evaluation standards to SIAST training. Transfer of credit is different from the PLAR process. Transfer Credit guidelines may be found at: [http://www.siastr.sk.ca/stuservices/plar/transfer\\_credit.shtml](http://www.siastr.sk.ca/stuservices/plar/transfer_credit.shtml)

It is the student's responsibility to check with [Registration Services](#) for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a SIAST educational counsellor.

**An online Provincial Transfer Credit Guide is now available at [www.saskcat.ca](http://www.saskcat.ca)**

**Note:** *If you are a recent high school graduate, check the Saskatchewan Learning Web site for any articulated agreements that may apply for Computer Courses or Practical and Applied Arts Courses.*

## Equivalency Credit

Equivalency credit refers to the application of credit you may have earned in a previously taken SIAST course to your current SIAST course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

## Contact us

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If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

### **Kelsey Campus, Saskatoon, SK**

1-866-goSIAST or 1-866-467-4278

### **Palliser Campus, Moose Jaw, SK**

1-866-goSIAST or 1-866-467-4278

### **Wascana Campus, Regina, SK**

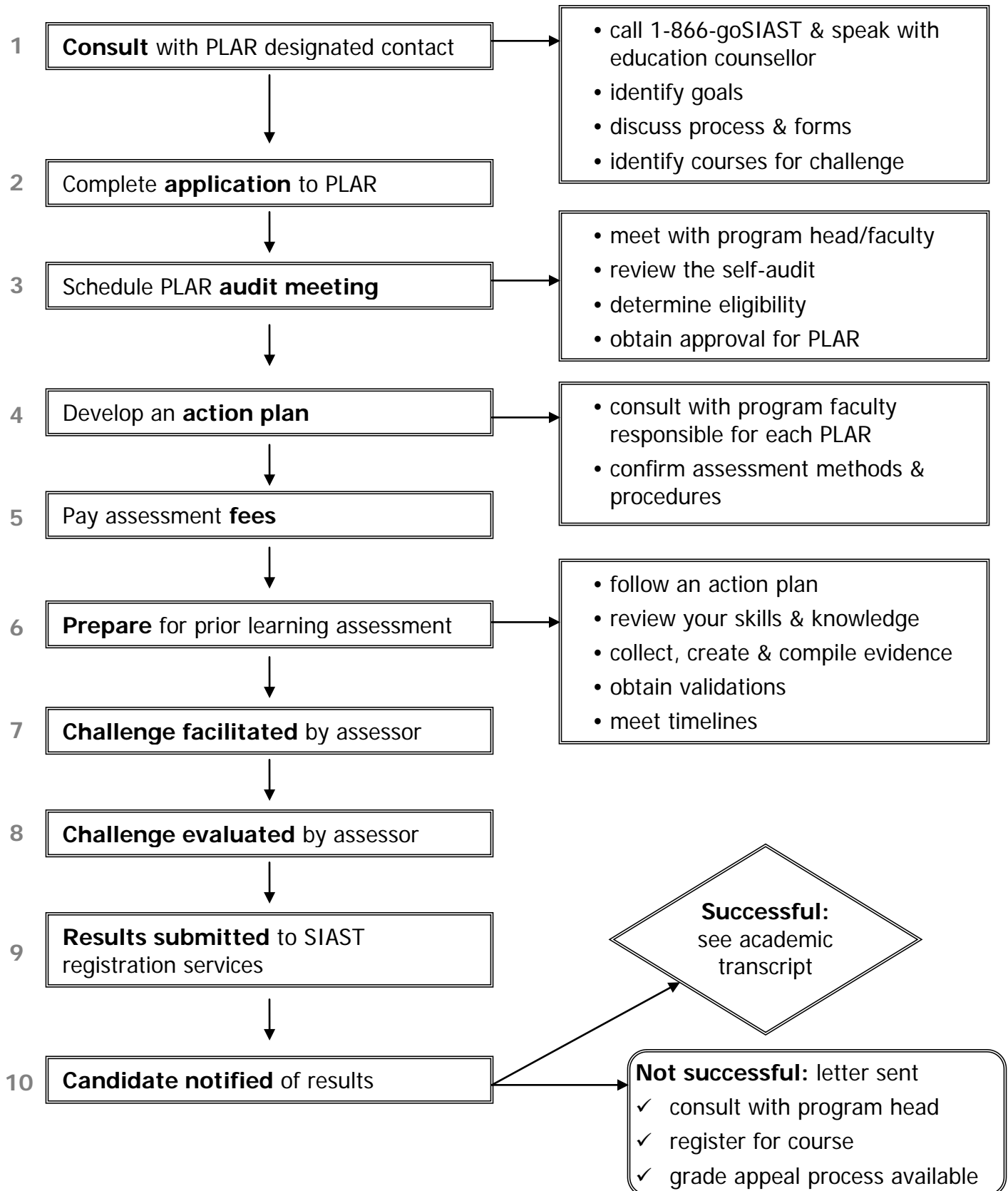
1-866-goSIAST or 1-866-467-4278

### **Woodland Campus, Prince Albert, SK**

1-866-goSIAST or 1-866-467-4278

## Prior Learning Assessment and Recognition Process

PLAR is available to individuals registered in a SIAST course or program, including unclassified students who seek course/block assessment or program level certification.



## **Guiding principles for developing a PLAR evidence file**

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1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#). Check with the PLAR designated contact **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
  - a. It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current (one to two years of experience within the previous five years).
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

## **Types of evidence**

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There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your Medical Transcriptionist faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- written descriptions and analysis
- experience outlines
- workplace validations
- work samples

All documents that are submitted to SIAST may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

## **How long will it take to prepare evidence for PLAR?**

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Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

## Steps to complete a self-audit

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1. Read through the Levels of Competence as listed below.

**Mastery:** I am able to demonstrate the learning outcome well enough to teach it to someone else.

**Competent:** I can work independently to apply the learning outcome.

**Functional:** I need some assistance in using the outcome.

**Learning:** I am developing skills and knowledge for this area.

**None:** I have no experience with the outcome.

### *Learning Outcomes*

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:
  - how do I currently use this outcome?
  - what previous training have I had in this outcome – workshops, courses, on-the-job?
  - what personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the candidate process for prior learning assessment.

## Self-audit guide(s)

<b>OPRM 200 – Medical Office Procedures</b> – You will examine the role of the medical office assistant including privacy, confidentiality, and security issues. As well, you will learn to use medical references, fill in requisition forms, maintain medical charts/records/files, and prepare payment/billing forms.					
<b>OPRM 200 – Medical Office Procedures</b>					
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
<b>1. Describe the role of the Medical Transcriptionist.</b>					
• Explain the duties and responsibilities of a Medical Transcriptionist.					
• Discuss career opportunities for a Medical Transcriptionist.					
• Discuss personal attributes of a Medical Transcriptionist					
• Describe the performance standards of a Medical Transcriptionist.					
<b>2. Demonstrate professionalism.</b>					
• Describe patient confidentiality and privacy of medical information.					
• Identify various electronic communications and computer security.					
<b>3. Use medical office skills.</b>					
• Perform medical office reception skills.					
• Determine routines and schedules.					
• Describe procedures for dealing with difficult people and complex situations.					
<b>4. Use medical references.</b>					
• Use the <i>Compendium of Pharmaceuticals and Specialties (CPS)</i> .					
• Use the <i>Saskatchewan Formulary</i> .					
• Use medical references.					
<b>5. Identify requisition forms, chart pages, payment forms, etc.</b>					
• Define common abbreviations used in medical forms.					
• Discuss the components of a hospital chart.					
• Define medical orders including drugs, treatments, laboratory, and x-ray orders.					
• Discuss the information required to complete the Medical Care Insurance Claims (MCIC) forms.					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 1-5. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: challenge exam

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 1-5 given in the candidate guide self-audit.

The exam consists of theory (20 – True/False, 10 – Multiple Choice, 5 – Matching, 25 – Fill-in-the-blank.

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *OPRM 200 Medical office procedures*, [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

**CKEY 202 – Keyboard 3** – Using proper keyboarding technique and ergonomics, you will develop a keyboarding speed of 60 words per minutes with 4 errors or less on five-minute timings.

<b>CKEY 202 – Keyboard 3</b>  <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Use proper keyboarding technique and workstation ergonomics.					
<ul style="list-style-type: none"> <li>Review proper keyboarding and workstation ergonomics.</li> </ul>					
<ul style="list-style-type: none"> <li>Complete a workstation ergonomics checklist.</li> </ul>					
<ul style="list-style-type: none"> <li>Review proper keyboarding techniques.</li> </ul>					
<ul style="list-style-type: none"> <li>Complete a keyboarding technique self-assessment.</li> </ul>					
2. Key five-minute timings at 60 words-per-minute with four or fewer errors.					
<ul style="list-style-type: none"> <li>Complete accuracy building drills and assignments.</li> </ul>					
<ul style="list-style-type: none"> <li>Complete speed building drills and assignments.</li> </ul>					
<ul style="list-style-type: none"> <li>Practice five-minute timings.</li> </ul>					
<ul style="list-style-type: none"> <li>Complete keyboarding speed assessments.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### **Assessment: Practical demonstration**

The PLAR candidate will successfully complete two different five-minute timings at a keyboarding speed of 60 words-per-minute with an accuracy of four or fewer errors. This will be to support meeting of the course learning outcome 2.

The assessor is to determine the date, time and location of the demonstration(s) as well as the name and page number of the timings.

The practical demonstration will be administered in a computer lab with the assessor present.

## Resources

Saskatchewan Institute of Applied Science and Technology. (2009). *CKEY 202 Keyboard 3*, [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

**MTER 200 – Medical Terminology** – You will learn the construction of medical words, including root words, combining forms, prefixes, and suffixes, as they relate to body systems and body organization. You will also learn medical abbreviations and symbols.

<b>MTER 200 – Medical Terminology</b>  <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe the origin and structure of the medical language.					
<ul style="list-style-type: none"> <li>Identify the origin of medical terms.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify the parts and structure of medical terms.</li> </ul>					
2. Use prefixes, suffixes and root words to pronounce and define medical terms.					
<ul style="list-style-type: none"> <li>Pronounce prefixes, suffixes and root words.</li> </ul>					
<ul style="list-style-type: none"> <li>Define prefixes, suffixes, and root words.</li> </ul>					
<b>3. Use basic medical terminology.</b>					
<ul style="list-style-type: none"> <li>Define basic medical words.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell basic medical words.</li> </ul>					
<b>4. Discuss medical terminology related to the whole body.</b>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the body as a whole.</li> </ul>					
<ul style="list-style-type: none"> <li>Define medical terms with combining forms, prefixes, suffixes, root words, abbreviations, and symbols related to the body as a whole.</li> </ul>					
<b>5. Recognize the anatomical terms related to surgery.</b>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to positions used in surgery.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify medical terms relating to surgery.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs and equipment used in relation to surgery.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell medical terms relating to surgery.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 3-5. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: challenge exam

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 3-5 given in the candidate guide self-audit.

The exam consists of theory (10 – True/False, 30 – Multiple Choice, 15 – Matching)

The PLAR candidate is allowed 1.5 hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *MTER 200 Basic terminology* [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

**CKEY 201 – Key Medical Documents** – You will apply your knowledge of basic medical terminology related to the body as a whole to prepare medical documents using transcription technology. Your studies will emphasize spelling, punctuation, grammar, document format, and proofreading skills.

<b>CKEY 201 – Key Medical Documents</b>  <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe the importance of accuracy in medical documents.					
<ul style="list-style-type: none"> <li>Review proofreading techniques and the importance of accuracy in medical documents.</li> </ul>					
<ul style="list-style-type: none"> <li>Review grammar and punctuation rules.</li> </ul>					
<ul style="list-style-type: none"> <li>Review the use of numbers and dates in medical documents.</li> </ul>					
<ul style="list-style-type: none"> <li>Review the use of abbreviations in medical documents.</li> </ul>					
2. Use medical terminology to process medical letters.					
<ul style="list-style-type: none"> <li>Review letter formats</li> </ul>					
<ul style="list-style-type: none"> <li>Process medical letters.</li> </ul>					
3. Use medical terminology to process history and physical reports.					
<ul style="list-style-type: none"> <li>Identify history and physical report formats.</li> </ul>					
<ul style="list-style-type: none"> <li>Process history and physical reports.</li> </ul>					
4. Use medical terminology to process miscellaneous reports.					
<ul style="list-style-type: none"> <li>Identify miscellaneous medical report formats.</li> </ul>					
<ul style="list-style-type: none"> <li>Process medical reports.</li> </ul>					
5. Use transcription technology.					
<ul style="list-style-type: none"> <li>Identify types of transcription technology.</li> </ul>					
<ul style="list-style-type: none"> <li>Practice basic transcription techniques.</li> </ul>					
<ul style="list-style-type: none"> <li>Review computer techniques and templates.</li> </ul>					
<ul style="list-style-type: none"> <li>Edit documents available through voice recognition.</li> </ul>					
<ul style="list-style-type: none"> <li>Transcribe medical documents from voice records of physicians.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 2-4. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: lab demonstration

The PLAR candidate will successfully complete (60% or >) a lab demonstration assessing learning outcomes 2-4 given in the candidate guide self-audit.

The demonstration consists of keying the following medical documents using proper formatting:  
1 medical letter, 1 history and physical Report, 2 miscellaneous reports.

The PLAR candidate is allowed two hours to complete the demonstration.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *CKEY 201 Key medical documents* [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

<b>TRSC 200 – Body Systems and Transcription 1</b> – You will learn medical terminology relating to the digestive, urinary and reproductive systems. From authentic dictation, you will accurately transcribe a variety of medical documents relating to these body systems. Your studies will emphasize spelling, punctuation, grammar, document format, and speed improvement..					
<b>TRSC 200 – Body Systems and Transcription 1</b>					
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Recognize the anatomical terms related to the digestive system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the digestive system.</li> </ul>					
<b>2. Define medical terms related to the digestive system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the disease and pathological terms relating to the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the digestive system.</li> </ul>					
3. Spell medical terms related to the digestive system.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the digestive system.</li> </ul>					
<b>4. Transcribe medical reports relating to the digestive system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the digestive system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
5. Recognize the anatomical terms related to the urinary system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the urinary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the urinary system.</li> </ul>					
<b>6. Define medical terms related to the urinary system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the urinary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the urinary system</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the urinary system.</li> </ul>					

<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the urinary system.</li> </ul>					
7. Spell medical terms related to the urinary system.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the urinary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the urinary system.</li> </ul>					
<b>8. Transcribe medical reports relating to the urinary system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the urinary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
9. Recognize the anatomical terms related to the male and female reproductive systems.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the male and female reproductive systems.</li> </ul>					
<b>10. Define medical terms related to the male and female reproductive systems.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the male and female reproductive systems.</li> </ul>					
11. Spell medical terms related to the male and female reproductive systems.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the male and female reproductive systems.</li> </ul>					
<b>12. Transcribe medical reports relating to the male and female reproductive systems.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the male and female reproductive systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 2, 4, 6, 8, 10, 12. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: challenge exam

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 2, 4, 6, 8, 10, 12 given in the candidate guide self-audit.

The exam consists of theory (20 – Multiple Choice, 15 – True/False, 15 – Matching), and a transcription assignment (Consultation Letter).

The PLAR candidate is allowed 2 hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *TRSC 200 Body systems and transcription 1* [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

<b>TRSC 201 – Body Systems and Transcription 2</b> – Your studies will focus on developing your knowledge about the anatomy of the nervous, circulatory, and respiratory systems. You will use this medical knowledge to transcribe medical reports relating these body systems.					
<b>TRSC 201 – Body Systems and Transcription 2</b>					
<b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Recognize the anatomical terms related to the nervous system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the nervous system.</li> </ul>					
<b>2. Define medical terms related to the nervous system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the disease and pathological terms relating to the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the nervous system.</li> </ul>					
3. Spell medical terms related to the nervous system.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the nervous system.</li> </ul>					
<b>4. Transcribe medical reports relating to the nervous system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the nervous system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
5. Recognize the anatomical terms related to the cardiovascular system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the cardiovascular system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the cardiovascular system.</li> </ul>					
<b>6. Define medical terms related to the cardiovascular system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the cardiovascular system.</li> </ul>					

<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the cardiovascular system</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the cardiovascular system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the cardiovascular system.</li> </ul>					
<b>7. Spell medical terms related to the cardiovascular system.</b>					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the cardiovascular system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the cardiovascular system.</li> </ul>					
<b>8. Transcribe medical reports relating to the cardiovascular system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the cardiovascular system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
<b>9. Recognize the anatomical terms related to the respiratory system.</b>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the respiratory system.</li> </ul>					
<b>10. Define medical terms related to the respiratory system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the respiratory system.</li> </ul>					
<b>11. Spell medical terms related to the respiratory system.</b>					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the respiratory system.</li> </ul>					
<b>12. Transcribe medical reports relating to the respiratory system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the respiratory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 2, 4, 6, 8, 10, 12. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: challenge exam/practical assignment

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 2, 4, 6, 8, 10, 12 given in the candidate guide self-audit.

The exam consists of theory (20 – Multiple Choice, 15 – True/False, 15 – Matching), and a practical assignment (consultation letter).

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *TRSC 201 Body systems and Transcription 2* [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

**TRSC 202 – Body Systems and Transcription 3** – Your studies will focus on developing your knowledge about the anatomy of the blood, lymphatic, and musculoskeletal systems. You will use this medical knowledge to transcribe medical reports relating these body systems.

<b>TRSC 202 – Body Systems and Transcription 3</b>  <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Recognize the anatomical terms related to the blood and lymphatic systems.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the blood and lymphatic systems.</li> </ul>					
2. Define medical terms related to the blood and lymphatic systems.					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the disease and pathological terms relating to the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the blood and lymphatic systems.</li> </ul>					
3. Spell medical terms related to the blood and lymphatic systems.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the blood and lymphatic systems.</li> </ul>					
4. Transcribe medical reports relating to the blood and lymphatic systems.					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the blood and lymphatic systems.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
5. Recognize the anatomical terms related to the musculoskeletal system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the musculoskeletal system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the musculoskeletal system.</li> </ul>					
6. Define medical terms related to the musculoskeletal system.					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the musculoskeletal system.</li> </ul>					

<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the musculoskeletal system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the musculoskeletal system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the musculoskeletal system.</li> </ul>					
7. Spell medical terms related to the musculoskeletal system.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the musculoskeletal system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the musculoskeletal system.</li> </ul>					
<b>8. Transcribe medical reports relating to the musculoskeletal system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the musculoskeletal system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

#### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 2, 4, 6, 8. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

#### Assessment option two: challenge exam/practical assignment

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 2, 4, 6, 8 given in the candidate guide self-audit.

The exam consists of theory (25 – Multiple Choice, 10 – True/False, 15 – Matching), and a practical assignment (consultation letter).

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

SIASST. (2008), *TRSC 202 – Body Systems and Transcription 3*, [Course Manual]. Regina, SK. SIASST Wascana Campus.

<p><b>TRSC 203 – Body Systems and Transcription 4</b> – You will study the anatomy and medical terminology related to the integumentary, sensory, and endocrine systems. You will apply your knowledge of the integumentary, sensory, and endocrine systems to prepare medical reports using transcription technology.</p>					
<p><b>TRSC 203 – Body Systems and Transcription 4</b></p>					
<p><b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.  <b>Competent:</b> I can work independently to apply the outcome.  <b>Functional:</b> I need some assistance in using the outcome.  <b>Learning:</b> I am developing skills and knowledge for this area.  <b>None:</b> I have no experience with the outcome.</p>	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
1. Recognize the anatomical terms related to the integumentary system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the integumentary system.</li> </ul>					
<b>2. Define medical terms related to the integumentary system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the disease and pathological terms relating to the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the integumentary system.</li> </ul>					
3. Spell medical terms related to the integumentary system.					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the integumentary system.</li> </ul>					
<b>4. Transcribe medical reports relating to the integumentary system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the integumentary system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
5. Recognize the anatomical terms related to the sensory system.					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the sensory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the sensory system.</li> </ul>					
<b>6. Define medical terms related to the sensory system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the sensory system.</li> </ul>					

<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the sensory system</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the sensory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the sensory system.</li> </ul>					
<b>7. Spell medical terms related to the sensory system.</b>					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the sensory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the sensory system.</li> </ul>					
<b>8. Transcribe medical reports relating to the sensory system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the sensory system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					
<b>9. Recognize the anatomical terms related to the endocrine system.</b>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the location of the organs of the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Describe anatomical terms relating to the function of the organs of the endocrine system.</li> </ul>					
<b>10. Define medical terms related to the endocrine system.</b>					
<ul style="list-style-type: none"> <li>Define medical words using the combining forms, prefixes and suffixes relating to the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define the diseases and pathological terms relating to the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Define laboratory tests, clinical procedures and abbreviations relating to the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Identify common drugs used in relation to the endocrine system.</li> </ul>					
<b>11. Spell medical terms related to the endocrine system.</b>					
<ul style="list-style-type: none"> <li>Pronounce words using the combining forms, prefixes and suffixes relating to the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Spell words using the combining forms, prefixes and suffixes relating to the endocrine system.</li> </ul>					
<b>12. Transcribe medical reports relating to the endocrine system.</b>					
<ul style="list-style-type: none"> <li>Complete medical transcription exercises relating to the endocrine system.</li> </ul>					
<ul style="list-style-type: none"> <li>Proofread the transcribed medical documents for accuracy.</li> </ul>					

## PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 2, 4, 6, 8, 10, 12. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

### Assessment option two: challenge exam/practical assignment

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 2, 4, 6, 8, 10, 12 given in the candidate guide self-audit.

The exam consists of theory (25 – Multiple Choice, 10 – True/False, 15 – Matching), and a practical assignment (Consultation letter).

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *TRSC 203 Body Systems and Transcription 4* [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

<p><b>TRSC 205 – Medical Specialties and Transcription 2</b> – Your studies will include a survey of the pathology, treatment, pharmaceutical products and terminology related to the medical specialties of radiology/nuclear medicine, pharmacology, and oncology. You will apply your knowledge of radiology/nuclear medicine, pharmacology, and oncology to the preparation of medical reports using transcription technology.</p>					
<p><b>TRSC 205 – Medical Specialties and Transcription 2</b></p> <p><b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else.  <b>Competent:</b> I can work independently to apply the outcome.  <b>Functional:</b> I need some assistance in using the outcome.  <b>Learning:</b> I am developing skills and knowledge for this area.  <b>None:</b> I have no experience with the outcome.</p>					
	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>1. Recognize the terminology related to radiology and nuclear medicine.</b>					
• Describe the medical terms that relate to radiology and nuclear medicine.					
• Define the medical words relating to radiology and nuclear medicine.					
• Define abbreviations relating to radiology and nuclear medicine.					
• Identify common drugs used in relation to radiology and nuclear medicine.					
<b>2. Spell medical terms related to radiology and nuclear medicine.</b>					
• Pronounce words relating to radiology and nuclear medicine.					
• Spell words relating to radiology and nuclear medicine.					
<b>3. Transcribe medical reports relating to radiology and nuclear medicine.</b>					
• Transcribe medical documents relating to radiology and nuclear medicine.					
• Proofread the transcribed medical documents for accuracy.					
<b>4. Recognize the terminology related to pharmacology.</b>					
• Describe the medical terms relating to pharmacology.					
• Define the medical words relating to pharmacology.					
• Define abbreviations relating to pharmacology.					
• Identify common drugs used in relation to pharmacology.					
<b>5. Spell medical terms related to pharmacology.</b>					
• Pronounce words relating to pharmacology.					
• Spell words relating to pharmacology.					
<b>6. Transcribe medical reports relating to pharmacology.</b>					
• Transcribe medical documents relating to pharmacology.					
• Proofread the transcribed medical documents for accuracy.					

<b>7. Recognize the terminology related to oncology.</b>					
• Describe the medical terms that relate to the growth, spread and classification of tumors, and terms related to causes, diagnosis, and treatment of cancer.					
• Define the medical words relating to oncology.					
• Define abbreviations relating to oncology.					
• Identify common drugs used in relation to oncology.					
<b>8. Spell medical terms related to oncology.</b>					
• Pronounce words relating to oncology.					
• Spell words relating to oncology.					
<b>9. Transcribe medical reports relating to oncology.</b>					
• Transcribe medical documents relating to oncology.					
• Proofread the transcribed medical documents for accuracy.					

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

#### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 1-9. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

#### Assessment option two: challenge exam

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 1-9 given in the candidate guide self-audit.

The exam consists of theory (20 – Multiple Choice, 10 – Fill-in-the-blank, 15 – Matching), and a transcription assignment (consultation letter).

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

## Resources

Ettinger, Alice and Burch, Pamela. (2007), *Medical Terminology: For health careers*. (2nd ed.) Paradigm Publishing Inc., ISBN 0-7638-2270-1.

Ettinger, Alice and Blanche. (2009). *Medical Transcription: Techniques, technologies, and editing skills*. (3rd ed.) Paradigm Publishing Inc., ISBN 978-0-76383-109-7.

Mosby et al., (2006), *Mosby's Medical Dictionary*, (7<sup>th</sup> ed.) Elsevier, ISBN 978-0-323-03942-0

Saskatchewan Institute of Applied Science and Technology. (2009). *TRSC 205 Medical specialties and transcription 2*, [Course Manual]. Prince Albert, SK: SIAST Woodland Campus.

**TRSC 206 – Medical Specialties and Transcription 3** – Your studies will include a survey of the pathology and terminology related to the medical specialties of mental health, gerontology and rehabilitation. You will apply your knowledge related to mental health, gerontology and rehabilitation to the preparation of medical reports using transcription technology.

<b>TRSC 206 – Medical Specialties and Transcription 3</b>		Mastery	Competent	Functional	Learning	None
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
<b>1. Recognize the terminology related to the medical specialty of mental health.</b>						
• Describe the medical terms that relate to mental health.						
• Define the medical words relating to mental health.						
• Define abbreviations relating to mental health.						
• Identify common drugs used in relation to mental health.						
<b>2. Spell medical terms related to mental health.</b>						
• Pronounce words relating to mental health.						
• Spell words relating to mental health.						
<b>3. Transcribe medical reports relating to mental health.</b>						
• Transcribe medical documents relating to mental health.						
• Proofread the transcribed medical documents for accuracy.						
<b>4. Recognize the terminology related to the medical specialty of gerontology.</b>						
• Describe the medical terms that relate to gerontology.						
• Define the medical words relating to gerontology.						
• Define abbreviations relating to gerontology.						
• Identify common drugs used in relation to gerontology.						
<b>5. Spell medical terms related to gerontology</b>						
• Pronounce words relating to gerontology.						
• Spell words relating to gerontology.						
<b>6. Transcribe medical reports relating to gerontology.</b>						
• Transcribe medical documents relating to gerontology.						
• Proofread the transcribed medical documents for accuracy.						

<b>7. Recognize the terminology related to the medical specialty of rehabilitation.</b>					
• Describe the medical terms that relate to rehabilitation.					
• Define medical words relating to rehabilitation.					
• Define abbreviations relating to rehabilitation.					
<b>8. Spell medical words related to rehabilitation.</b>					
• Pronounce words relating to rehabilitation.					
• Spell words relating to rehabilitation.					
<b>9. Transcribe medical reports relating to rehabilitation.</b>					
• Transcribe medical documents relating to rehabilitation.					
• Proofread the transcribed medical documents for accuracy.					

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

#### Assessment option one: evidence file

The PLAR candidate will submit the following evidence to support meeting of the course learning outcomes 1-9. **Note:** An interview may be required to support the evidence file. If there are gaps in the evidence file, a further demonstration of the candidate's learning may be required.

- Employer validation checklist** (validated by the employer)
- A **personal resume** detailing the relevant work history of the candidate.
- If applicable, any relevant **documentation** of completion of private training courses, and/or non-credit courses (photocopies only). (Include outlines stating the learning outcomes of the course)

#### Assessment option two: challenge exam

The PLAR candidate will successfully complete (60% or >) a challenge exam assessing learning outcomes 1-9 given in the candidate guide self-audit.

The exam consists of theory (10 – Multiple Choice, 10 – True/False, 10 – Fill-in-the-blank, 15 – Matching), and a transcription assignment (Consultation Letter).

The PLAR candidate is allowed two hours to complete the exam.

The assessor is to determine the date, time and location of the exam.

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