Business Administrator (Medical Administrator)

Level 3



15 Months On Programme Including 3 Months EPA



Overview

Business Administrators, particularly those who specialise as Medical Administrators, are indispensable in the healthcare sector, ensuring that operations flow seamlessly. They are the linchpins of administrative proficiency within various healthcare environments, from the hectic corridors of hospitals to the more intimate settings of private practices. These professionals exhibit a broad spectrum of knowledge, skills, and behaviours, managing tasks with a high degree of autonomy or as part of a team.

Our apprenticeship programme is crafted to empower these vital members of the healthcare team, fostering their development into organisational pillars. Apprentices will be trained to interact effectively across different departments, delivering support that is essential for the organisation's operational success and the enhancement of customer relations.

Upon Successful Completion Of The Programme:

- Business Administrator Apprenticeship -Pass or Distinction
- Level 2 English and maths (if not exempt)

Learner Journey

Orientation Workshop The Organisation Value of Skills Communication & Personal Months 1 - 9 Development **External Factors** Relevant Regulations, Policies & **Processes** Quality, Planning & Organising, Decision Making & Business Fundeamentals Medical Terminology Awareness (optional) Months 10 - 12 Audio Typing (option) Communication in the Workplace (optional) Stakeholder Management **Project Management** Mock End Point Assessment Gateway - Tripartite Meeting - Check Months 13 - 15 Knowledge, Skills & Behaviours **End Point Assessment** Achievement & Progression



Full Programme Details