



Medical Administrator

LEVEL 3



LEVEL 3
ADVANCED



TYPICAL DURATION
16 MONTHS



TRAINING METHOD
BLENDED



ASSESSMENT METHOD
PORTFOLIO



FUNDING VALUE
£5,000



EPA ORGANISATION
INNOVATE

COURSE OVERVIEW

LEARN HOW TO DEAL WITH DAY TO DAY ADMINISTRATIVE TASKS TO SUPPORT OPERATIONS WITHIN A HEALTHCARE ENVIRONMENT. GAIN KNOWLEDGE OF PROJECT MANAGEMENT TECHNIQUES TO MANAGE RESPONSIBILITY AND OPERATIONS

This funded training programme is designed to support staff members people who perform operation administration and interact with internal or external customers. Become an outstanding written and verbal communicator and gain confidence in managing business priorities.

Build the foundations for a career combining practical administration knowledge and skills in one. Develop strategies to support operations and collaborate with different departments.

ROLE PROFILE

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services within a medical environment. Medical administrators perform day-to-day activities, ensuring everything operates smoothly. Develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the organisation.



QUALIFICATIONS INCLUDED

Business Administrator
Level 3 Standard



TYPICAL JOB ROLES

Medical Clerk, Medical Administrator, General Administrator, Data Assistant, Team Administrator, Office Administrator, Secretary or Personal Assistant.

PROGRESSION ROUTES

This role may be a gateway to further career opportunities, such as management or senior support roles.

WHAT TO EXPECT FROM LMP EDUCATION

- Monthly Learning Progression for Steady Growth
- Real-World Applications from Day One
- Comprehensive Leadership Toolkit
- Tailored Support with Mentorship
- Diverse Learning Methods for All Types of Learners
- Prepare for Future-Ready Leadership
- End-Point Assessment (EPA) Ready
- Experienced Tutors and Delivery Support Team

Contact Us

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