

TALLINNA TERVISHOIU KÕRGKOO



APPROVED
Tallinn Health Care College
Council's Decision No 4.1 of May 17, 2022

CLINICAL SECRETARY
232203

CURRICULUM OF TALLINN HEALTH CARE COLLEGE						
Educational institution		TALLINN HEALTH CARE COLLEGE				
Code of educational institution		70003980				
Curriculum group		Medical diagnostics and treatment technology				
Title of the curriculum		<i>Tervishoiusekretär</i>				
Title of the curriculum in English		Clinical secretary				
Curriculum code in the Estonian Education Info-System (EHIS)		232203				
INITIAL TRAINING CURRICULUM					CONTINUING TRAINING CURRICULUM	
EKR (EQF) 2	EKR (EQF) 3	EKR (EQF) 4 Vocational secondary education	EKR (EQF) 4	EKR (EQF) 5	EKR (EQF) 4	EKR (EQF) 5
				X		
Volume of the curriculum (ECVET)		60				
The curriculum is based on		Vocational standard of Clinical secretary, level 5 passed with Decision No. 24;29.04.2021 of Professional Council of Healthcare, and standard of vocational education, passed on August 26th, 2013, No 130.				
Aim of the curriculum		It is applied with the studies that the learner has knowledge, skills, attitudes, and values to work as a clinical secretary, incl. to work in various health care institutions, and preparedness for further professional training and lifelong learning.				
Learning outcomes of the curriculum		<ol style="list-style-type: none"> 1. Manages documents and prepares the meetings and documents these within their competence. 2. Manages the logistics of health care service within their competence. 3. Administers health care service within their competence. 4. Uses Estonian, computers and proper ICT tools for their intended purpose. 5. Follows professional ethics, confidentiality requirements and data protection law considering welfare of the patient/client at their work. 6. Is able to work as a clinical secretary taking responsibility for their work; and if necessary, leads the team, incl. in unexpected circumstances. 				

Implementation of the curriculum	Studies may be conducted in the form of stationary (school based and workplace-based) and in non-stationary form.
Requirements for commencement of the studies	Prerequisite for beginning the studies on a clinical secretary curriculum is having secondary education. Admission requirements and rules are determined with the Rules for Student Admissions of Tallinn Health Care College.
Requirements for completion of studies	Studies at vocational education level five are considered as completed when the learner has achieved the learning outcomes in accordance with the qualification described in the curriculum. Vocational examination is used to evaluate the achievement of learning outcomes. In case the learner fails to pass the vocational examination, they have the right to perform professional final exam compiled by the College staff to finish their studies.
Acquired upon completion of studies	
Qualification	Clinical secretary, level 5
Partial qualification	none
Specializations	none
<p>Structure of the curriculum Modules of main studies 50 ECVET Main studies:</p> <ol style="list-style-type: none"> Document Management; preparing and documenting the meetings (15 ECVET incl. 5 ECVET practical training). Learning outcomes: <ol style="list-style-type: none"> 1.1. Manages documents and their circulation based on source documents of document management. 1.2. Prepares the meetings and appointments pursuant to the organisation of work of the institution. Management of Logistics of Health Care Services (15 ECVET incl. 5 ECVET practical training). Learning outcomes: <ol style="list-style-type: none"> 2.1. Manages patient's logistics within their areas of responsibility. 2.2. Organises logistics of instruments/equipment/assistive devices/medications/medical analyses in collaboration with other specialists. Administering Health Care Services (15 ECVET incl. 5 ECVET practical training). <ol style="list-style-type: none"> 3.1. Manages health care services pursuant to the provisions in force. 3.2. Instructs patients, colleagues based on legislation and regulations set in the organisation. Learning Path and Work in a Changing Environment (5 ECVET). Learning outcomes: <ol style="list-style-type: none"> 4.1. Learner plans their learning path considering personal, social, and work-related opportunities and limitations. 	

- 4.2. Understands functioning of the society, challenges of the employer and the organisation, their problems, and opportunities.
- 4.3. Plans their effort on creating values for themselves and others in cultural, social and/or financial context.
- 4.4. Understands their responsibility when developing their career and is motivated for self-development.

Elective modules and options for choosing these (title and volume):

A learner may choose in volume of 10 ECVET from the following list. Study group will be opened by the College if there are at least seven (7) learners. The learner has a right to choose elective modules from other curricula in the College or in other educational institutions in accordance with the regulations set in College's Study Regulations.

1. Foreign Language – Russian (5 ECVET)

Learning outcomes:

- 1.1. Is able to communicate at primary level on daily and professional topics by implementing principles of pronunciation and main grammar rules.
- 1.2. Understands and writes texts at primary level considering main grammar rules.

2. Foreign Language – English (5 ECVET)

Learning outcomes:

- 2.1. Is able to communicate at primary level on daily and professional topics by implementing principles of pronunciation and main grammar rules.
- 2.2. Understands and writes texts at primary level considering main grammar rules.

3. Intercultural Diversity (5 ECVET)

Learning outcomes:

- 3.1. Understand cultural heritage of Estonia, Europe, and the world, is aware of the role of culture in daily life.
- 3.2. Understands most common religions in the world and in Estonia, differentiates bigger confessions and religious groups.

4. Etiquette and Protocol (5 ECVET)

Learning outcomes:

- 4.1. Follows norms of protocol and etiquette in daily official situations.
- 4.2. Follows table manners and their outfit during official meetings, also manners of greetings and presenting oneself according to the type of official meeting.

5. Nature and History of Secretary Job (2 ECVET)

Learning outcome:

- 5.1. Understands the role of a secretary in designing the culture in the organisation and in public relations of the organisation.

6. First Aid (2 ECVET)

Learning outcome:

6.1. Gives first aid in case of conditions, accidents and traumas, calls help and performs CPR in case of clinical death.

7. Hygiene Requirements, Infection (2 ECVET)

Learning outcomes:

7.1. Performs hand hygiene procedures according to the guidelines of infection safety.

7.2. Uses personal protective equipment according to the guidelines of infection safety.

Contact person of the curriculum

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Comments

Appendixes:

1. Correlation table between competency requirements set in vocational standard and learning outcomes of modules of main subjects of the curriculum .
2. Link to operational programme of [modules](#).