

HOSPITAL ADMINISTRATION

Level 5

Community Health Services 5M4468

Welcome from the Course Director – Janette Mahady

Hi All,

My name is Jan and I am the Hospital Administration Course Director. This new and exciting course is designed for learners who have a strong interest in seeking employment in the medical administration sector. The course offers a highly committed team of teachers together with a range of learning experiences including computer skill development, communication techniques, the use of appropriate medical terminology and relevant work experience

This course started in 2018 with 5 students undertaking the course on a part-time basis. It has progressed in an extremely short time to two classes (one part-time class starting the year with 13 students and one full time class starting the year with 20 students).

We are a fully inclusive class and we range in age groups from school leavers to students wishing to make career changes. The diversity and inclusivity in the group has been one which can only be commended to the individuals who undertake the course along with a superb teaching team I have the pleasure of working alongside.

I hope you will put through the application and join us here in Inchicore College of Further Education. I look forward to meeting you (either in person or virtually) and should you have any queries in the interim please feel free to contact me on jan.challoner@inchicore.cdetb.ie.

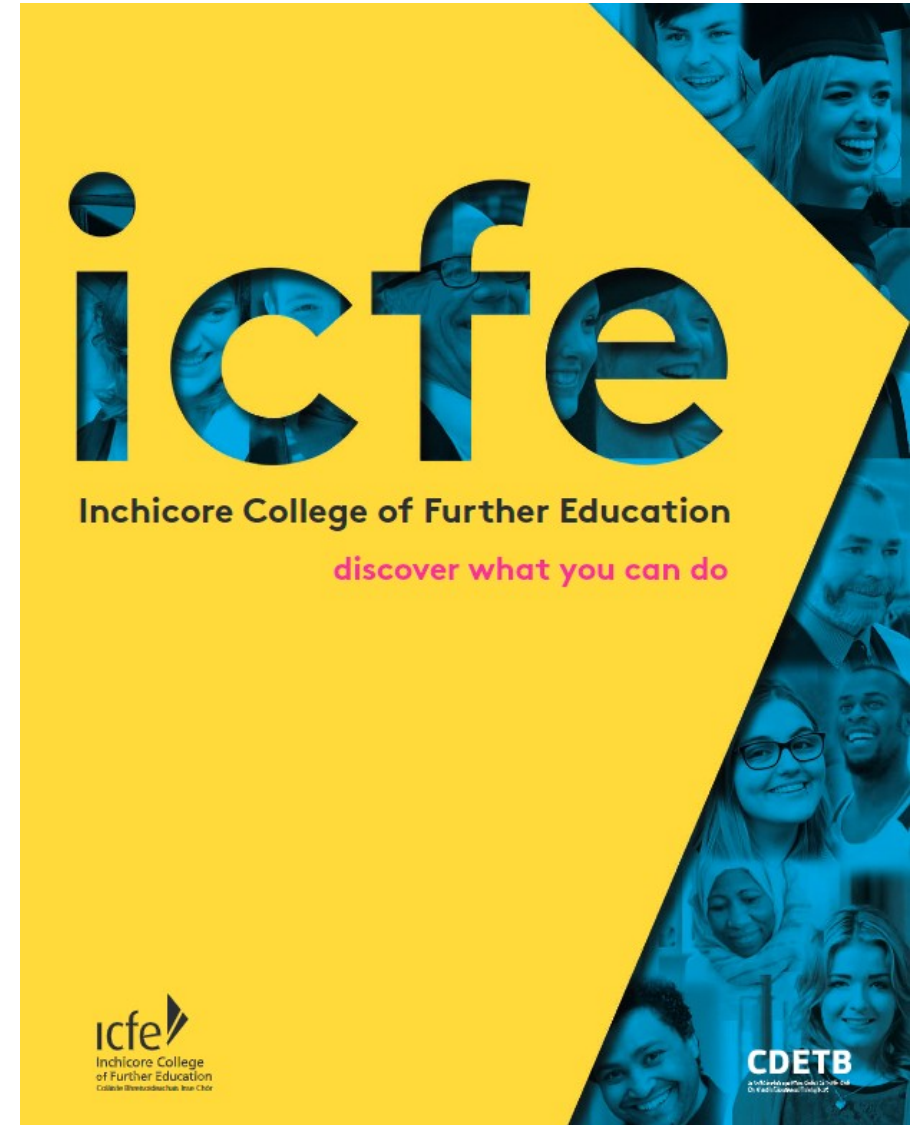
Regards,

Jan



How long is this course?

- This course can be completed over one year Full-Time or two years Part-Time
- If you are in receipt of Social Welfare Payments this course may be completed through the Back to Education Initiative (B.T.E.I).



Modules Covered (if you are doing the course over one Year Full-Time ALL modules will be required to be undertaken)

Year 1



WORD PROCESSING



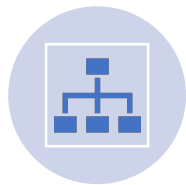
MEDICAL
TERMINOLOGY



CUSTOMER SERVICE



FIRST AID RESPONSE



**INFORMATION &
ADMINISTRATION

Year 2

- Safety & Health at Work
- Work Experience
- Reception & Frontline Office Skills
- Care Support

*Information & Administration is subject to change for next academic year onwards. Students will be required to secure a work placement for the completion of the Work Experience Module

So what are the entry requirements?

- Full Time:

- Leaving Certificate: O6/H7 in 5 subjects
- Leaving Certificate Applied
- QQI Level 4 award
- Equivalent qualifications will be accepted
- Mature Students

- Part-Time:

- The Back to Education Initiative (BTEI) is a part-time option providing the learner the opportunity to achieve the award over two years.
- Those in receipt of unemployment payments or means-tested social welfare benefits, holders of medical cards and their dependants are entitled to free tuition.
- Others will be required to pay the appropriate college fees.



Progression Routes:



Where can I go from here?

- Successful graduates may gain entry to any relevant QQI Level 6 or BTEC Higher National Diploma courses.
- Graduates may also use their Level 5 award to apply for relevant degree courses through the Higher Education Links scheme.
- Graduates from this course may gain employment in a variety of community based care environments.



QQI AWARD



Looking forward to
seeing you in
September 2021 –
Remember log on to
our website and
www.icfe.ie click
APPLY NOW

Stop the spread of Covid
19, adhere to social
distancing, wear your mask
and STAY SAFE!

