Istanbul Medipol University

Learning Outcomes of Medical Documentation and Secretariat

AIM

To train medical secretaries with ethical values who will work to gather, organize and put into service the findings from scientific researches in various branches of medicine and health technology.

KNOWLEDGE

Theoretical/Factual

PC1. The student acquires theoretical and practical knowledge related to his field at a basic level.

PC2. The student owns information about moral discipline and ethical rules related to his field.

SKILLS

Cognitive/Practical

PC3. The student uses theoretical and practical knowledge related to his field at a basic level; basic fundamental computer programs and related technologies.

COMPETENCY

Ability to work independently and take responsibility

PC4. The student manages a duty independently by using the knowledge about his field at a basic level.

Learning Competence

PC5. The student possesses the consciousness of whole life learning

PC6. The student evaluates the knowledge about his field at a basic level with a critical approach, he designates his learning needs and directs his learning.

Communication and Social Competence

PC7. The student is sensitive to and he monitors progress about the events related to his field of study and in the agenda of the society and the world. He informs relevant people and institutions by using his acquired basic knowledge and skills about these issues.

PC8. The student supports the social environment projects and activities with a sense of social responsibility.

PC9. The student monitors the information about his field and communicates with his colleagues by using a foreign language at least at the European Language Portfolio A2 level.

PC10. The student uses information and communication technologies with at least at basic level of European Computer Using Licence basic level of computer software which his field of study requires.

Field-based Competence

PC11. The student contributes to the stages of data collection, interpretation, implementation and announcing the results related to his field of study in accordance with social, scientific, cultural and ethical values.

PC12. The student complies with and contributes to quality management and processes.

PC13. The student has sufficient consciousness about individual and public health, environmental protection and work safety issues.

PC14. The student acts in accordance with laws, regulations, legislations and professional ethics related to individual duties, rights and responsibilities.

PC15. The student exemplifies the community with his external appearance, demeanor, attitude and behavior.