



BMSW4001

**Academic and Employability
skills(ACE)**

Task 1

Student name: Catiana
Braganca (1922202)

Lecturer:Barbara Chinyani



INTRODUCTION:

- ❖ In this presentation I am going to analyse academic and employability skills based on my intended career as a Medical Secretary.
- ❖ I will explain how it is the Job Role, I will mention some of the skills that are required compared to the skills that I have.
- ❖ I will also discuss my swot analysis and my Personal Development that are required in the world of work.

MEDICAL SECRETARY

Job Role:

A medical secretary is a member of staff in health care facilities like hospitals and doctor's offices who performs administrative and supportive actions.

A medical secretary should have knowledge of medical terminology and be familiar with various medical procedures and business practices.

- A medical secretary collaborates with hospitals and community departments; archive administrative duties and register patients.



My Skills and Skills Required for a Medical Secretary

Skills Required

- Good organisational skills
- Meet deadlines
- Have patience for the patients and staff
- Work in a team
- Excellent IT Skills

My Skills

- Good IT Skills
- Patient
- Able to work in a team

SWOT ANALYSIS

Strengths

- Focus
- Help people in need
- Determined
- IT Skill
- Teamplayer

Weakness

- Weak Communication
- Work under pressure
- Sensitive
- Disorganised

Opportunities

- Learn at Higher Education to improve my English and writing skills
- Improve my digital and research skills through the classes from university
- Improve my confidence through Higher Education

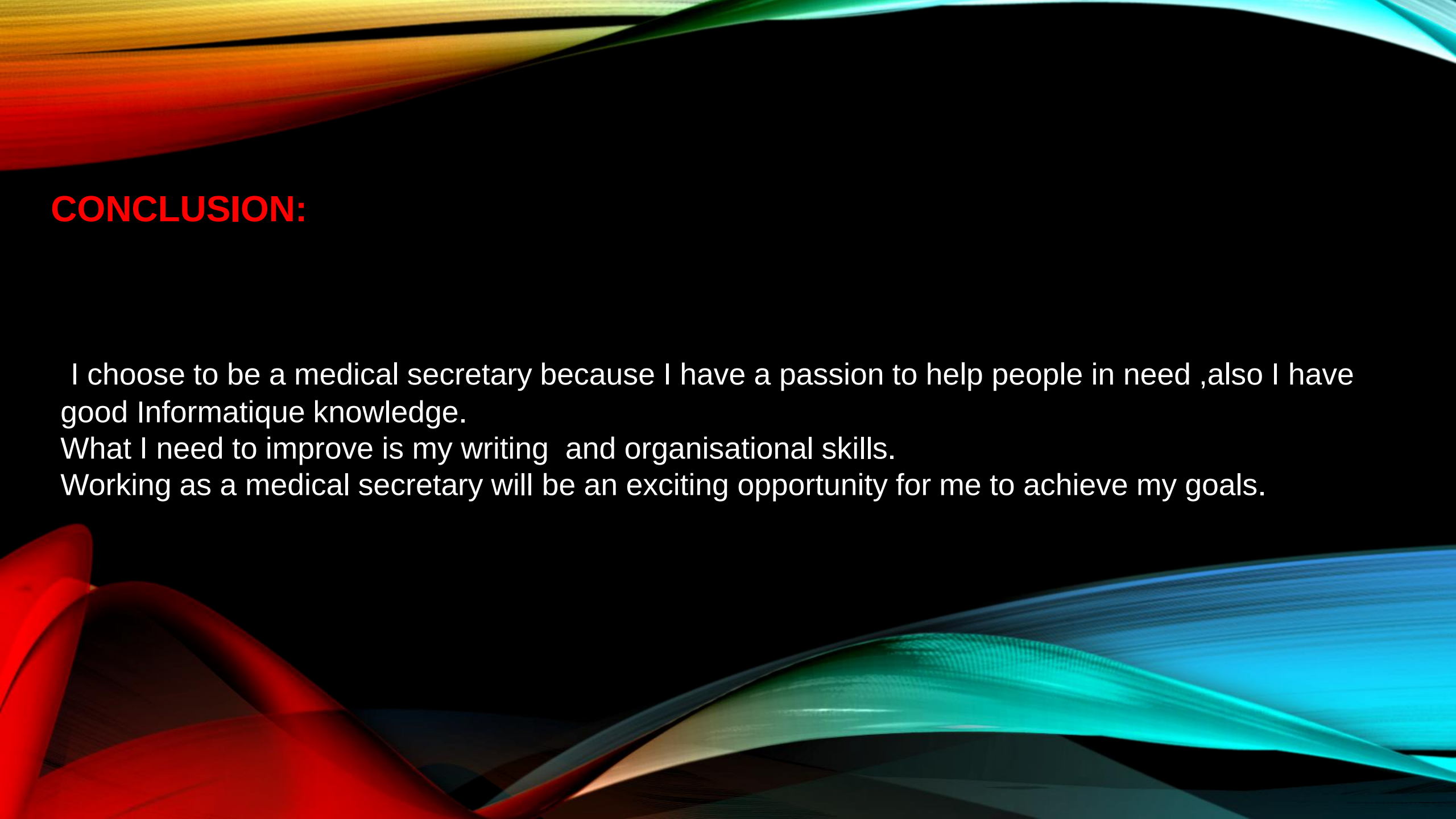
Threats

- Dealing with abusive patients and staff problems
- Work under pressure

PERSONAL DEVELOPMENT PLAN

What do I want to achieve?	How will I achieve it?	What do I need to achieve?	How will I evaluate success?
English writing, speaking and listening	Practice exercises online Clarify my doubts in the lessons Take 1 hour to read a book or article every day	Communicate only English with my friends Ask for help when I need My confidence	Get enough knowledge in the university and improve my weakness
Gain Experience	Find a vacancy job in a office	Academic and employability skills and computer skills	Get the skills required to be a medical secretary
Finish 1 year of higher education in Health and Social care	Dedicate to my studies, improve my confidence and work hard	Finish the 6 modules in university.	Prioritise and focus on my career

(John,2018)



CONCLUSION:

I choose to be a medical secretary because I have a passion to help people in need ,also I have good Informatique knowledge.

What I need to improve is my writing and organisational skills.

Working as a medical secretary will be an exciting opportunity for me to achieve my goals.

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