Pharmacology Basics and Medicines Terminology Course for Non-Clinical Healthcare Staff

1 – 5 November 2027
Amsterdam

Pharmacology Basics and Medicines Terminology Course for Non-Clinical Healthcare Staff

Ref: 1889_70016 **Date:** 1 – 5 November 2027 **Location:** Amsterdam **Fees:** 4800 GBP

Programme Summary

Pharmacology basics and medicines terminology for non-clinical healthcare staff form the subject of this training course, a one-week programme at operational level that ends with a medicines reference guide built for the participant's own role. Administrators, buyers, coders and claims reviewers handle prescriptions, formularies and medication records every day without clinical training, and misread drug names, doses or abbreviations lead to delays, rejected claims and safety concerns. The programme moves from word structure to drug classes and then to the documents staff actually process. Mars Training Centre UK delivers this programme on pharmacology basics.

The Business Case

Non-clinical teams sit between prescribers, pharmacies, suppliers and payers. When they cannot read a prescription, match a generic name to a brand or recognise a dosage form, work is returned, orders are wrong and clinical staff lose time answering queries. A shared medicines vocabulary lets these teams process information accurately and escalate only what needs a clinician.

- Processing accuracy: fewer errors in transcribing prescriptions, coding medication and entering purchase orders.
- Claims and reimbursement: fewer rejected or queried claims caused by mismatched drug names, strengths or quantities.
- Clinical time: fewer routine queries to pharmacists and doctors, freeing time for patient care.

Principles and Evidence Base

- Medical word building, using prefixes, roots and suffixes, is applied to decode unfamiliar drug and condition names.
- The pharmacokinetic model of absorption, distribution, metabolism and excretion explains why route, dose and timing appear on every prescription.
- Therapeutic classification groups medicines by the body system and condition they treat, giving staff a map of the formulary.
- The rights of safe medication use, covering the right patient, drug, dose, route and time, frame which details non-clinical staff must check.

Intended Participants

- Processing prescriptions, medication orders or pharmacy dispensing records.
- Coding diagnoses and medicines for billing, insurance claims or health records.
- Purchasing, storing or tracking medicines and pharmaceutical supplies.
- Answering patient or customer enquiries that mention medicines.

The programme suits hospital administration, pharmacy support, health insurance and pharmaceutical distribution teams.

Learning Outcomes

1. Participants will be able to decode medical and pharmaceutical terms using word parts.
2. Participants will be able to classify common medicines by therapeutic group and body system.
3. Participants will be able to interpret prescriptions, including dose, route, frequency and standard abbreviations.
4. Participants will be able to distinguish generic names, brand names, strengths and dosage forms in records and orders.
5. Participants will be able to identify discrepancies in medication documents and decide when to escalate them.
6. Participants will be able to construct a medicines reference guide for their own role.

Programme Structure

Day 1: Medicines Terminology Foundations

How are medical and drug terms built and read?

- Prefixes, Roots and Suffixes
- Body System Vocabulary Linked to Medicines
- Common Condition Names and Their Abbreviations
- Pronunciation and Spelling of Drug Names
- Look-Alike and Sound-Alike Name Lists

Day 2: Pharmacology Basics

What happens to a medicine once it is taken?

- Absorption, Distribution, Metabolism and Excretion
- Routes of Administration and Dosage Forms
- Therapeutic Effect, Side Effects and Interactions
- Generic Names, Brand Names and Strengths
- Controlled and High-Alert Medicine Categories

Day 3: Drug Classes by Body System

Which groups of medicines appear most often in daily work?

- Cardiovascular and Diabetes Medicines
- Antibiotics and Antimicrobial Groups
- Pain Relief and Anti-Inflammatory Medicines
- Respiratory, Gastrointestinal and Mental Health Medicines
- Vaccines, Biologics and Specialty Products

Day 4: Prescriptions and Medication Records

How are prescriptions and records read and checked?

- Prescription Layout and Sig Abbreviations
- Dose Calculation Basics and Units of Measure
- Medication Records, Labels and Patient Leaflets
- Formulary Lists and Product Codes
- Discrepancy Checks and Escalation Routes

Day 5: Applying Medicines Knowledge at Work

How do participants turn the earlier sessions into a working reference?

- Role-Based Term and Abbreviation Selection
- Prescription and Claim Review Practice
- Purchase Order and Stock Record Review Practice
- Peer Review of Draft Reference Guides
- Medicines Reference Guide Completion

Methodology

The principal method is structured exercise. Participants decode terms, sort medicines into classes and read anonymised prescriptions, labels, claims and purchase orders drawn from hospital, pharmacy and insurance settings. Short explanations precede each exercise, and Session 5 is given over to building and reviewing the capstone guide.

- Suggested activity: break twenty unfamiliar drug and condition names into word parts and state their meaning.
- Suggested activity: find the errors in a set of sample prescriptions and decide which need a pharmacist.
- Suggested activity: match generic names to brand names and strengths on a mock purchase order.

Capstone Output

Each participant completes a medicines reference guide for their own role. It lists the terms and abbreviations they meet most often, the drug classes relevant to their work, a prescription reading checklist and an escalation table showing which discrepancies go to whom. Staff keep it at their desk and share it with new colleagues.

Frequently Asked Questions

Is pharmacology basics training suitable for staff with no clinical background?

Yes. It is designed for administrators, coders, buyers and claims staff with no clinical qualification. It assumes only routine contact with prescriptions, medication records or orders in daily work.

Which models does the pharmacology basics programme rest on?

It rests on medical word building, the absorption, distribution, metabolism and excretion model, therapeutic classification of medicines and the rights of safe medication use.

How is the pharmacology basics reference guide used at work?

You keep it beside you when reading prescriptions, claims or orders, use its checklist to spot discrepancies, and follow its escalation table to pass clinical questions to the right person.

How does pharmacology basics training differ from a general medical terminology course?

General medical terminology courses cover body systems and clinical records broadly. This pharmacology basics programme concentrates on medicines: drug classes, names, doses, prescriptions and the checks non-clinical staff carry out.