



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**  
**Hälsa- och vårdadministratör**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**  
**Health and Medical Care Administrator**

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of Latin, Greek, English and Swedish medical terminology
- Knowledge of transmission routes and treatment steps; the structure of the human body and its function; examinations and taking samples
- Knowledge of different support programs specific to the profession
- Knowledge of typing
- Knowledge of data security and privacy specific to the profession
- Knowledge of the applicable legislation concerning the physical and psychosocial work environment and systematic work environment management
- Knowledge of management accounting and establishing and monitoring calculations and budgets
- Skills in interpreting and transcribing dictated medical text in the correct way
- Skills in clarifying, reading and creating documents, including those with legal content within the profession, in both English and Swedish
- Skills in managing operating systems, application programs
- Skills in using educational tools in management
- Skills in searching for information, using aids within medical terminology
- Skills in compiling financial information in different financial plans
- Skills in independently creating different professional documents, meeting techniques and recording minutes
- Skills in correct written and oral communication in both Swedish and English
- Competence to be responsible for local IT support
- Competence to interact and communicate with people in different circumstances in a professional manner
- Competence to process medical registration and archiving of all documents; have overall responsibility for journal management; legislation and ordinances included in the profession; legal certainty and quality assurance
- Competence to manage the administrative routines to obtain a long-term, more cost-effective way of thinking

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Health and Medical Care Administrator, Medical Secretary, Healthcare Administrator

## 5. OFFICIAL STATUS OF THE CERTIFICATE

|                                                              |                                                                                                                                                 |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name and address of the awarding institution</b>          | <b>Name and address of the public authority issuing awarding entitlement to education providers</b>                                             |
|                                                              | The Swedish National Agency for Higher Vocational Education<br>Box 145, 721 05 Västerås<br>Sweden<br><a href="http://www.myh.se">www.myh.se</a> |
| <b>Diploma level (national or international designation)</b> | <b>Grading scale</b>                                                                                                                            |
| SEQF/EQF:                                                    | Fail (Icke godkänt - IG)<br>Pass (Godkänt - G)<br>Pass with Distinction (Väl godkänt - VG)                                                      |

## 6. OFFICIALLY RECOGNISED MANNER OF OBTAINING THE DIPLOMA

| Description of vocational education and training received                                                                                                                                                                                             | Per cent of whole programme (%) | Length (weeks) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------|
| • College/education centre                                                                                                                                                                                                                            |                                 | weeks          |
| • Placement – Learning in a work environment                                                                                                                                                                                                          |                                 | weeks          |
| Total teaching/study duration resulting in diploma                                                                                                                                                                                                    |                                 | <b>weeks</b>   |
| <b>Further information</b>                                                                                                                                                                                                                            |                                 |                |
| The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses. Five HVE credits correspond to one week of full-time studies.                                                                                          |                                 |                |
| A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits).                                                                                                 |                                 |                |
| An Advanced Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 400 HVE credits, at least one quarter of programme time is spent on student placement, and the student has completed an independent project. |                                 |                |
| Entry requirement is successful completion of upper secondary education.                                                                                                                                                                              |                                 |                |
| For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: <a href="http://www.myh.se">www.myh.se</a>                                                              |                                 |                |

### (\*) Explanatory notes

This document is intended to provide additional information about the specified diploma and has no legal status in itself. It is based on Council Resolution 93/C No. 49/01 of 3 December 1992 on the transparency and clarity of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency and clarity of vocational education certificates, and the European Parliament and Council Recommendation 2001/613/EC of 10 July 2001 on mobility within the Union of students, persons undergoing vocational training, volunteers, teachers and educators.

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