



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Hälsa- och vårdadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Healthcare Administrator

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of computer programmes for patient notes and other administration such as e-health statistics, budget, staff reporting, duty scheduling etc.
- Knowledge of the programmes of the professional area, their function and structure.
- Knowledge of the importance of language in all documentation and other administrative work.
- Knowledge of theories that form the basis for work in groups and managerial functions.
- Knowledge of laws governing healthcare in Sweden and in the EU.
- Knowledge of diseases, treatment and medical terminology so as to perform safe disease classification.
- Knowledge of financial systems relevant to the profession.
- Skills in working on and being able to write in computer programmes for patient notes and other administrative programmes for e-health statistics, budget, staff reporting, duty scheduling etc.
- Skills in speaking and writing in correct Swedish and English.
- Skills in using the medical terminology adequately.
- Skills in using laws and systems in the practical work.
- Skills in implementing laws and practice in the practical work.
- Skills in writing records and documents based on laws and practice.
- Skills in installing relevant computer programmes.
- Competence to apply the knowledge and skills acquired by the student during the course and based on the proven experience of working life.
- Competence to work on and be able to write in computer programmes for patient notes and other administrative programmes for e-health statistics, logistics, budget, staff reporting, duty scheduling etc.
- Competence to speak and write in correct Swedish and English.
- Competence to use the medical terminology adequately.
- Competence to use new research and evidence in their daily work.
- Competence to develop their abilities and to think critically.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Healthcare Administrator and Medical Secretary

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
SEQF/EQF:	Fail (Icke godkänt - IG) Pass (Godkänt - G) 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		weeks
Further information		
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: www.myh.se		

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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