



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkeshögskoleexamen

Medicinsk Sekreterare

2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Medical Secretary

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the human body's structure and function, and a basic knowledge of medicines.
- Knowledge of medical terminology and how it is used to maintain a high degree of safety for the patient in medical documentation.
- Knowledge of how healthcare services are organised.
- Knowledge of IT, patient journal systems and software commonly found in the profession.
- Knowledge of the structure of classification and coordination systems.
- Skills in communicating both orally and in writing in English.
- Skills in working with modern technology and patient journal systems relevant to the field.
- Skills in the high-quality handling of medical documentation within the healthcare services.
- Skills in independently acting as operational support for healthcare services in care administration.
- Skills in classifying diagnoses after the doctor has prescribed a diagnosis code.
- Skills in keeping registers and handling statistics, and knowledge of the laws and agreements that regulate the healthcare services.
- Competence to work both independently and as part of a team in an effective and correct manner.
- Competence to independently handle the medical documentation at a hospital, district health centre or occupational healthcare office.
- Competence to in act as a well-trained, communicative and effective service function.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Medical Secretary at a hospital, district health centre, family physician's office or occupational healthcare office.

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years
<p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

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