



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 laws, regulations and agreements.
- Knowledge of anatomy, nosology, medical terminology, administration and classification.
- Knowledge of the English terminology.
- Knowledge of health care documentation.
- Knowledge of the physical and psychological work environment.
- Knowledge of economics, entrepreneurship and statistics.
- Knowledge of IT, patient record systems and different software used in the profession.
- Knowledge of the writing rules of the Swedish language and the ability to adapt communication to different recipients and situations.
- Skills in effectively and independently carrying out documentation with good diction and according to applicable legislation.
- Competence in giving qualified administrative support in a workplace.
- Competence in treating patients, next of kin and staff in a professional manner.
- Skills in working with classification and various kinds of registration.
- Skills in working with different forms of IT software.
- Skills in handling statistics and financial concepts.
- Competence in applying entrepreneurial thinking.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Medical Secretary/Doctor's Secretary/Care Administrator in public as well as private healthcare. Medical Secretary in corporate healthcare, medical products industry and medical research institutes.

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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