



# APPENDIX TO DIPLOMA (\*)



SWEDEN

## 1. EXAMENSBEVISETS BENÄMNING

**Kvalificerad Yrkeshögskoleexamen**

### Medicinsk sekreterare

SUN-kod: 346a

Samhällsvetenskap, juridik, handel, administration - Företagsekonomi, handel och administration - Kontorsservice och sekreterartjänster - Läkarsekreterarutbildning

## 2. TRANSLATION OF DIPLOMA TITLE

**Advanced Diploma in Higher Vocational Education**

### Medical secretary

SUN code: 346a

Social sciences, law, commerce, administration - Business economics, commerce and administration - Office and secretarial services - Medical secretary training

This translation has no legal status

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of how laws and regulations govern care, care administration and organisation, and how external changes in a political organisation can affect the professional role.
- Knowledge of the Swedish language, medical English, medical terminology and programmes for word processing, calculation, register management and presentation on PC.
- Knowledge of diagnosis and procedure coding, knowledge of how the human body is formed and functions and knowledge of common illnesses and injuries.
- Proficiency in handling medical documentation in patient-centred care and knowledge of the structure and use of medical care IT systems.
- Knowledge of development work in quality and administrative patient safety, and how to perform diagnoses and procedure classification.
- Proficiency in communicating with people with different life philosophies.
- The capacity to work as qualified administrative support in health care, with strong IT skills.
- The capacity to work both independently and in a group.
- The capacity to provide good service and professional treatment.
- The capacity to work continuously for their own professional development.
- The capacity to contribute to an effective and flexible administrative organisation in health care.

## 4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Medical secretary, doctor's secretary, health care administrator, team secretary

## 5. OFFICIAL STATUS OF THE DIPLOMA

<b>Name, status and address of the institution awarding the diploma</b>	<b>Name, status and address of the public authority issuing the entitlement to award a diploma to education providers</b>
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås <a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a>
<b>Diploma Level (national or international designation)</b>	<b>Grading Scale</b>
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		<b>weeks/years</b>
<p><b>Further information</b></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: <a href="http://www.yhmyndigheten.se">www.yhmyndigheten.se</a></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](http://www.cedefop.eu.int/transparency)

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