



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkehögskoleexamen

Medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Medical Secretary

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the laws and regulations that govern healthcare.
- Knowledge of the Swedish language, medical English and medical terminology.
- Knowledge of the medical coding of diagnoses and actions.
- Knowledge of the human body's structure and functions and the most-common illnesses and injuries.
- Knowledge of the administration and organisation of the healthcare system.
- Knowledge of IT/IS and programs for word processing, spreadsheets, registers and presentations.
- Knowledge of external changes in a political organisation and their impact on professional roles.
- Skills in managing the medical documentation for near-patient care.
- Skills in the development of healthcare in terms of quality and administrative patient security.
- Skills in managing IT/IS within healthcare and describing its structure and use.
- Skills in describing the classification of diagnoses and actions and the significance of this to secondary classification.
- Competence in responding to people with different beliefs.
- Competence as a qualified administrative support within healthcare.
- Competence as a qualified IT-support within healthcare.
- Competence as a valuable resource to ensure the quality of healthcare.
- Competence in working both independently and as part of a group.
- Competence in providing a good service with a professional manner.
- Competence in developing within a professional role.
- Competence in contributing to an effective and flexible administrative organisation within healthcare.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Care Administrator, Team Secretary, Secretary to the Operations Manager

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 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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