

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

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 Swedish, medical English and medical terminology.
- Knowledge of diagnostic classifications of diseases and healthcare treatment.
- Knowledge of the structure and function of the human body and the most common illnesses and injuries.
- Knowledge of administration and organisation in health and medical care.
- Knowledge of IT/IS programs and word processing, calculations, register and presentation.
- Knowledge of external changes to a politically run system, and their impact on the profession.
- Knowledge of financial control in healthcare.
- Skills in medical documentation in connection with patient-centred care.
- Skills to develop the quality and administrative patient safety in healthcare.
- Skills to work with IT/IS in healthcare.
- Skills to describe diagnoses and treatment classifications and their significance for secondary classification.
- Skills to interact with people with diverse life stances.
- Skills to work with statistical methods and compile and interpret financial reports.
- Competence to work with advanced administrative support in healthcare.
- Competence to act as a valuable resource for assuring the quality of healthcare.
- Competence to work independently and as part of a group.
- Competence to provide good service and act professionally.
- Competence to develop personal ability.
- Competence to contribute to efficient and flexible administrative organisation in the healthcare sector.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary and Healthcare Administrator

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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