



CERTIFICATE SUPPLEMENT (*)



SWEDEN

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 healthcare documents and medical terminology.
- Knowledge of legislation and regulations specific to the healthcare sector.
- Knowledge of political, financial and legal steering systems that influence the healthcare organisation and its management.
- Knowledge of the necessary Swedish and English terminology.
- Knowledge of finance and statistics linked to the planning and payment systems used in healthcare.
- Knowledge of the requirements during change processes.
- Knowledge of healthcare computer programs.
- Knowledge of diagnosis classification and DRG.
- Skills in healthcare administration, documentation and logistics.
- Skills to use computer programs, create documents and information material.
- Skills to clearly and concisely document and communicate information.
- Skills in organisational development work.
- Skills to plan, implement and evaluate projects.
- Skills to cooperate in the workplace and interact positively with others.
- Skills to work efficiently and ensure patient security.
- Skills to support other healthcare staff with IT and administrative tasks.
- Competence to contribute to improvement and development work at the organisation.
- Competence to assume roles such as coordinator and project manager.
- Competence to develop ability to estimate and evaluate all work following the set targets and required skills.
- Competence to develop critical analysis skills and work systematically and logically.
- Competence to use creativity, energy and act responsibly to develop entrepreneurial attitudes.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Healthcare Administrator, Team Secretary – healthcare, Doctor Secretary, Head of Healthcare Unit and Administrator in the pharmaceutical industry

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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