

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 Latin, Greek, English and Swedish medical terminology.
- Knowledge of transmission routes and treatment steps; the human body and its function; examinations and taking samples.
- Knowledge of different support programs specific to the profession.
- Knowledge of typing.
- Knowledge of data security and privacy.
- Knowledge of the applicable legislation governing the physical and psychosocial work environment and systematic work environment management.
- Knowledge of management accounting and establishing and monitoring calculations and budgets.
- Skills to correctly interpret and transcribe medical dictations.
- Skills to clarify, read and create documents – including those with legal content – in both Swedish and English.
- Skills to manage operating systems and application programs.
- Skills to use educational tools for management.
- Skills to look for information using medical technology for assistance.
- Skills to compile financial information in financial plans.
- Skills in document creation, meeting techniques and recording minutes.
- Skills in both spoken and written Swedish and English.
- Competence to oversee local IT support.
- Competence to professionally interact and communicate with people in different circumstances.
- Competence to process medical registration and archiving of all documents; have overall responsibility for journal management; legislation and ordinances included in the profession; legal certainty and quality assurance.
- Competence to manage the administrative routines to obtain long-term, more cost-effective approaches.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Health and Medical Care Administrator 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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