

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Medical Secretary

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of medical documentation and administrative activities in the work area.
- Knowledge of being well familiar with different digital work programmes and how the technology functions.
- Knowledge of being well-informed in social, gender, equality and environmental issues.
- Knowledge of having very good language skills (Swedish, English and medical language).
- Knowledge of being familiar with various diseases and treatments and how these are classified.
- Knowledge of being well-informed in economics and the organisation that is required for the profession.
- Skills in meeting and ensuring the market's needs for a qualified workforce in healthcare.
- Skills in acquiring an overall picture of the administration of different activities in healthcare both privately and publicly and being able to support other professionals in their work.
- Skills in understanding the importance of good service and professional handling of patients, relatives and employees.
- Skills in understanding the meaning of control systems that affect finance, organisation and leadership in health care.
- Skills in managing different computer programmes.
- Skills in understanding the importance of and being able to manage diagnosis classification.
- Competence to stimulate personal development and continued learning development, since this is a profession that is changing rapidly.
- Competence to independently manage medical documentation, ICT and finances.
- Competence to carry out development and quality work.
- Competence to be able to work as a medical secretary in both public and private healthcare, in pharmaceutical companies, pharmacies or in research groups.
- Competence to work efficiently and safely both independently and in a team.
- Competence to have the ability to work in a problem solving manner.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary

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 note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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