



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 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 the political governance of health care and how external changes can affect the work situation.
- Knowledge of the link between finance and activities and of exemplifying how this affects tasks related to the activities.
- Knowledge of the structure, culture and leadership of different organisations and their impact on the professional role.
- Knowledge of current research and development issues.
- Knowledge of the structure of the human body and how it works.
- Knowledge of basic meeting techniques, rhetoric and language accuracy.
- Skills in being able to work with medical records in patient administration systems including referrals and letters.
- Skills in being able to apply laws and agreements that regulate health care.
- Skills in being able to express themselves well in Swedish and English, verbally and in writing, in situations related to the profession.
- Competence to be able to work efficiently and rationally both independently and in teams and with both professional activities and patients.
- Competence to independently perform data and statistics processing for the follow-up of activities.
- Competence to be able to actively participate in quality and development work in the professional field.
- Competence to be able to apply theoretical knowledge so that they can independently evaluate, perform analysis and investigation and present proposals for action and solutions based on profession-specific problem areas.
- Competence to take responsibility for leading the development of individuals and groups in the work, with experience of coordinated and goal-driven investigative work and project management in the professional field.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Health Care Administrator, Medical Secretary, Doctor's Secretary, Clinic Secretary and Administrative Assistant

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
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		<b>weeks</b>
<b>Further information</b>		
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: <a href="http://www.myh.se">www.myh.se</a>		

**(\*) 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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