



# 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 theoretical and practical medical documentation and terminology in both Swedish and English.
- Knowledge of human anatomy, physiology and common diseases and specialist knowledge of disease classification.
- Knowledge of the related professions and areas including legislation and provisions related to the healthcare sector and e-health.
- Knowledge of using IT and computer programs for healthcare, finance and statistics.
- Knowledge of work processes and quality assurance procedures in theoretical and practical healthcare and medical organisations, steering systems, environmental management, quality assurance criteria and organisational development.
- Skills to solve problems within e-health and administration.
- Skills to create secure patient-related documents.
- Skills to provide information about procedures and solutions in a correct and concise manner, in both written and spoken Swedish and English.
- Skills to interpret and understand images of diseases and treatments and link them to disease classification.
- Skills to plan, implement and identify resources for specialist tasks following legislation and regulations.
- Skills to plan and implement projects.
- Skills to work with organisational change and development work and environmental management.
- Competence to process theoretical and practical tasks efficiently and with secure medical documentation.
- Competence to work with various administrative tasks in compliance with legislation and regulations.
- Competence to contribute to organisational, financial and work environment change and development work and plan and structure projects.
- Competence to support management and healthcare staff with IT and administration tasks.
- Competence to monitor how the professional role functions in a major organisation and develop a critical approach.

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

Medical Secretary, Healthcare Administrator, Team Secretary: healthcare, Clinic Assistant and Administrator: pharmaceutical industry

## 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 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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