



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 linguistic accuracy and writing rules in the Swedish language.
- Knowledge of the tools and importance of verbal communication.
- Knowledge of the structure and function of the human body, as well as knowledge of medicines.
- Knowledge of medical terminology and how the medical and Swedish language is used in healthcare so as to achieve high patient safety in medical care documentation.
- Knowledge of medical English so as to be able to communicate in the best way, both in writing and verbally.
- Knowledge of how the health care organisation works.
- Knowledge of IT, patient record systems and various software that is used in the profession.
- Skills in working with modern technology and patient record systems used in the sector.
- Skills in managing cashier and reception tasks.
- Skills in being able to handle the medical documentation in healthcare, independently and with high quality.
- Skills in writing correct medical records and other documentation that is found in healthcare, with high quality and as dictated.
- Skills acting independently as operational support for healthcare in everything related to care administration.
- Skills in being able to classify diagnoses correctly after a doctor has set the diagnosis code.
- Skills in keeping records and being able to handle statistics.
- Competence to be independently responsible for the medical documentation in hospitals, healthcare centres, GPs' surgeries and occupational health care.
- Competence to work and communicate verbally and in writing as a professional and eloquent, service and support function.
- Competence to work as an administrator in the pharmaceutical industry.
- Competence to be responsible for support systems within the profession.
- Competence to work as a web editor in the profession.
- Competence to be responsible for the other administrative tasks that can be expected to be performed in the health care sector.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

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