

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 laws, regulations and agreements.
- Knowledge of anatomy and disease theory.
- Knowledge of medical terminology.
- Knowledge of English as a professional language.
- Knowledge of healthcare documentation.
- Knowledge of the physical and mental work environment.
- Knowledge of economics, entrepreneurship and statistics.
- Skills in effectively and independently carrying out documentation with good use of language and according to current legislation.
- Skills in providing qualified administrative support in an organisation.
- Skills in responding to patients, relatives and staff in a professional manner.
- Skills in working on classification and various forms of registration.
- Skills in working with various IT software.
- Skills in working on quality registers.
- Skills in managing statistics and economic concepts.
- Competence to work as medical secretary/administrator in public and private healthcare as well as in occupational health care, the pharmaceutical industry and medical research.
- Competence to respond to all kinds of people in a professional way.
- Competence to participate in development projects and in quality work.
- Competence to work efficiently and safely both independently and in a team.
- Competence to provide qualified administrative support in an organisation.
- Competence to work with patient-related documentation and administration, classification and registration in a safe manner and according to applicable legislation.
- Competence to manage and evaluate information and documentation in a way that is safe for the patient.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Doctor's Secretary 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 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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