



1. Title of the certificate – Yrkeshögskoleexamen ¹

Medicinsk sekreterare

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Medical Secretary

3. Knowledge, skills and competence profile

The holder of the certificate 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 the organisation and of exemplifying how this affects tasks linked to the organisation.
- Knowledge of the structure, culture and leadership of different organisations and their impact on the professional role.
- Knowledge of current research and development issues as a basis for being able to perform assignments and projects independently.
- Knowledge of the structure of the human body and how it works.
- Skills in using the knowledge of medical terminology, anatomy, physiology and medical history required to work with medical documentation.
- 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.
- Skills in analysing and proposing methods and development work.
- Competence to meet and respond to people from a diversity perspective.
- 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 managing 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. Range of occupations accessible to the holder of the certificate ³

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

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden www.myh.se
Level of the certificate (national or European) ¹	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training ¹	International agreements on recognition of qualifications ¹
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

3. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

www.myh.se

¹ If applicable.