



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

**Yrkeshögskoleexamen**

**Vårdadministratör - Medicinsk sekreterare**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Higher Vocational Education Diploma**

**Healthcare Administrator - Medical Secretary**

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of Swedish, English and medical language, both verbally and in writing.
- Knowledge of the structure of medical language.
- Knowledge of anatomy, health, ill health, diseases and pharmacological terms.
- Knowledge of the link between diagnosis and action classification, registry management and healthcare economics.
- Knowledge of microorganisms, paths of infection and treatment measures.
- Knowledge of important social psychological concepts.
- Knowledge of how a patient administrative support programme works.
- Skills in understanding and reproducing dictated medical text in medical records.
- Skills in applying correct writing rules.
- Skills in using the English language and conveying information and knowledge in the professional field.
- Skills in being independently responsible for patient record management, archiving and data journals, as well as disease classification based on patient record text.
- Skills in handling the rules for patients who come from countries outside the EU.
- Skills in mastering and managing the provisions of legislation on confidentiality, patient records and healthcare.
- Skills in using modern technology and communication as a tool in the context of professional practice.
- Competence to document medical records in a way that is safe for the patient.
- Competence to initiate, plan and participate in examination and investigation using modern technology.
- Competence to choose appropriate sources for fact-finding and to formulate different reports, letters, certificates and memos in the professional field.
- Competence to collaborate with the healthcare team.
- Competence to search for the right information and data for registration in different registry systems.
- Competence to describe how groups and individuals interact.
- Competence to search for information in FASS to ensure accuracy in handling medicines.

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

Healthcare Administrator, Medical Secretary, Doctor's Secretary, Occupational Assistant and Clinic Secretary

## 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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