



# 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 basic hygiene procedures.
- Knowledge of the dynamics and the psychosocial work environments and their significance.
- Knowledge of how increasing internationalisation impacts healthcare.
- Knowledge of patient-related documentation and archiving procedures.
- Knowledge of healthcare administration systems.
- Knowledge of information technology security.
- Knowledge of healthcare pathways and administrative routines.
- Knowledge of quality assurance of documentation from a patient security perspective.
- Knowledge of healthcare organisation and the decision making and implementation process.
- Knowledge of healthcare financing, both public and private.
- Knowledge of financial inspection.
- Knowledge of financial factors that affect the healthcare system.
- Knowledge of how laws and regulations control healthcare and European Union healthcare regulations.
- Knowledge of medical patient-related administration and documentation.
- Knowledge of the history of medical terminology, its structure and usage.
- Knowledge of anatomy and pathology, common diseases and examination and treatment methods.
- Skills in medical documentation and administration.
- Skills in administrative IT-systems, such as word processing, computing, presentation and dataset.
- Skills in basic data communication.
- Skills in the correct and accurate use of the Swedish language.
- Skills in English medical terminology.
- Competence to examine references, analyse and evaluate processes.
- Competence to classify diagnoses and measures.

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

Medical Secretary, Healthcare Administrator and Administrator

## 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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