



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkehögskoleexamen

Vårdadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Medical Administrator

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of healthcare documentation and medical terminology.
- Knowledge of legislation and provisions relating to the healthcare sector.
- Knowledge of governing systems, including political, financial and legal systems, that affect the organisation and leadership of healthcare services, as well as the world surrounding them.
- Knowledge of Swedish and English relating to the professional role as a healthcare administrator.
- Knowledge of economy and statistics relating to the planning and billing system of the healthcare services.
- Knowledge of the conditions and continual improvement work in operations.
- Knowledge of diagnostics classification.
- Skills in managing administration, documentation and logistics in different healthcare units.
- Skills in using different software.
- Skills in documenting and communicating using correct and accessible language.
- Skills in contributing to the development efforts within different operations.
- Skills in planning, carrying out and evaluating projects.
- Skills in cooperating and managing relations in the workplace and having a good attitude towards others.
- Competence to work efficiently and in a patient-safe way with work duties, independently or as part of a team.
- Competence to provide support to other healthcare workers regarding IT and administrative tasks.
- Competence to contribute to the change and development efforts of the organisation.
- Competence to take on responsibilities as coordinator and project manager.
- Competence to understand the profession's function as part of the greater organisation and adapting to the conditions of what is a very broad profession.
- Competence to develop their ability to assess and evaluating their own work and the work of others based on set goals and competence requirements.
- Competence to develop a critical approach and having a systematic and analytical way of working.
- Competence to develop an entrepreneurial approach by strengthening their creativity, ability to act and individual sense of responsibility.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Administrator, Medical Secretary, Doctor's Secretary, Team Secretary in the Healthcare Services, Unit Manager in the Healthcare Services.

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 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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