



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Vårdadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

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 for the healthcare sector.
- Knowledge of governing systems, including political, financial and legal systems that affect how healthcare services are organised and run.
- Knowledge of Swedish and English healthcare administration terminology.
- Knowledge of economy and statistics relating to the planning and billing system of the healthcare services.
- Knowledge of operational conditions and continual improvement work.
- Knowledge of diagnostics classification.
- Skills to manage various tasks in healthcare administration, documentation and logistics.
- Skills to use different types of software.
- Skills to document and communicate using correct and accessible language.
- Skills to contribute to operational development efforts.
- Skills to plan, implement and evaluate projects.
- Skills to cooperate and manage workplace relationships and act professionally.
- Competence to work efficiently and with focus on patient safety.
- Competence to provide IT and administrative support to other healthcare staff.
- Competence to contribute to the change and development efforts of an organisation.
- Competence to act as coordinator and project manager.
- Competence to understand the role of the profession in the organisation and adapt accordingly.
- Competence to develop assessment and evaluation skills that draw upon set targets and requirements.
- Competence to develop a critical, systematic and analytical approach.
- Competence to develop an entrepreneurial approach by strengthening 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, Healthcare Service Team Secretary and Unit Manager in 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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