



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

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 how healthcare services in Sweden are organised.
- Knowledge of Swedish healthcare legislation, statutes and agreements.
- Knowledge of EU rules and regulations applicable to patients from the EU and non-EU countries.
- Knowledge of medical terminology.
- Knowledge of anatomy and pathology.
- Knowledge of essential pharmaceutical care and treatment alternatives.
- Knowledge of IT, patient record procedures and Microsoft Office.
- Knowledge of medical diagnosis coding classification.
- Knowledge of ergonomics.
- Skills to understand and interpret human behaviour in working groups and other social contexts.
- Competence to use professional medical English.
- Competence to provide operational support to healthcare administration staff.
- Competence to use correct medical language to increase patient safety.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Administrator, Medical Secretary, Marketing Assistant in the Pharmaceutical Industry and Assistant in Healthcare Organisations

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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