



# 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 medical documentation, terminology and diagnosis related groups (DRG).
- Knowledge of Swedish and English related to the professional role.
- Knowledge of legislation and regulations relating to the health care sector.
- Knowledge of the anatomy, physiology and most common diseases of the human body.
- Knowledge of IT as a working tool and computer programme in health care.
- Knowledge of governing systems, such as the political, economic and legal.
- Knowledge of ergonomics and psychosocial ill-health.
- Knowledge of finances and statistics linked to the health care planning and billing system.
- Knowledge of the prerequisites of activities during ongoing change processes.
- Knowledge of structured examination methodology and project work.
- Skills in managing E-health, administration, documentation and logistics within different care units.
- Skills in documenting and communicating in correct and understandable language in both Swedish and English.
- Skills in legislation and regulations in performing health care work.
- Skills in interpreting and writing medical texts and using medical terminology in a correct way.
- Skills in interpreting and understanding disease images and treatments in the medical documentation.
- Skills in contributing to the development of activities in terms of organisation, finance and the work environment.
- Skills in collaborating and managing relationships in the workplace and being approachable.
- Skills in planning, implementing and evaluating a project.
- Competence to work independently, efficiently and with patient safety with medical documentation.
- Competence to work on the various administrative duties of the professional role.
- Competence to be a support for managers and health professionals in terms of IT and administrative duties.
- Competence to contribute to the change and development work of the activities.

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

Medical Administrator, Medical Secretary, Doctor's Secretary and Team Secretary in the Healthcare Services

## 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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