



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Vårdadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Healthcare Administrator

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Specialised knowledge of the profession and the importance of keeping up-to-date in the specific professional field.
- Specialised knowledge of laws, regulations and procedures for patient administration.
- Knowledge of the structure and function of the human body, as well as common diseases and examination methods.
- Knowledge of the use of Latin and Greek in healthcare.
- Specialised knowledge of diagnosis and action classification.
- Knowledge of national quality registers and their importance.
- Skills in identifying, evaluating and translating new knowledge in the specific professional field.
- Skills in applying entrepreneurial thinking through responsibility, creativity and action.
- Skills in planning and carrying out administrative healthcare tasks in the form of patient-related documentation and classification, reception work and other administrative tasks that occur for the professional role in a way that is practical and safe for the patient.
- Skills in communicating well verbally and in writing in Swedish and English in different situations and adapting form and content to purpose and recipient.
- Skills in managing different IT systems and applications and solving IT-related problems so as to be a professional administrative support in the organisation.
- Skills in handling national quality registers.
- Competence to be independently responsible for keeping up to date in the specific professional field and thus contributing to development.
- Competence to be independently responsible for (monitoring, handling and completing) the day-to-day healthcare administration work so as to maintain a high level of safety, quality and development.
- Competence to be a professional IT support in the organisation.
- Competence to independently process data and statistical information for business follow-up and development.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Healthcare Administrator, medical secretary, Doctor's Secretary, Clinic Administrator, Office Manager, healthcare, Clinic Secretary and Team Secretary, healthcare

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 note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

© European Communities 2002