



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkeshögskoleexamen

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

- Knowledge of health care laws, regulations and agreements regulating health care in Sweden, as well as governance of an organisation from different perspectives.
- Knowledge of the structure and function of the human body.
- Knowledge of structure, culture and leadership in different organisations.
- Knowledge of how financial systems work in an organisation and how this affects the activities.
- Knowledge of activity flows (processes) and improvement work in an interdisciplinary way.
- Knowledge of patient-related administration.
- Skills in using the knowledge of medical terminology, anatomy, physiology and disease theory that is required to be able to work with medical documentation and electronic record keeping.
- Skills in applying the laws governing health care.
- Skills in classifying diseases, in diagnosis and action classification and registration.
- Skills in expressing themselves well in Swedish and English, both verbally and in writing.
- Skills in being able to respond in a manner that is adapted to the recipient's conditions.
- Skills in working as a communicator in different contexts.
- Skills in identifying and developing care processes and identifying appropriate measures to develop the administrative part of care.
- Competence to be responsible in a legally safe and professional manner for administrative documentation and administration cross-professionally in the organisation.
- Competence to lead different projects in a process-oriented way so as to develop administrative processes.
- Competence to independently perform data and statistics processing for the follow-up of activities.
- Competence to have insight into the psychology, organisation and leadership of working groups so as to understand the importance of documentation of process and results.
- Competence to introduce students in all professions and supervise students in their own profession.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Healthcare Administrator/Medical Secretary in healthcare, Doctor's Secretary, Administrative Manager, Administrator in public administration or in a private organisation, Business Developer and Marketing Assistant in a pharmaceutical company

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