



APPENDIX TO DIPLOMA (*)



1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

Vårdadministration

2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Health Care Administration

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the laws and regulations that apply to health care administration and their importance in the wider health care process.
- Knowledge of anatomy and pathology and medical terminology.
- Knowledge of classification systems for coding of medical information.
- Knowledge of information technology and information systems as administrative support in health care.
- Knowledge of the importance of communication - both verbal and written - for qualified health care.
- Knowledge of organization, governance, values and development in health care.
- Knowledge of methods of scientific approaches including statistics.
- Skills to take responsibility for, and work practically with, health care administration.
- Skills to provide service and respond to each individual based on individual circumstances.
- Skills to understand health care processes and actively participate in development of these.
- Competence to be responsible and use the knowledge and skills in daily work to maintain high safety and quality.
- Competence to participate in a professional manner in the complex collaboration with other professions.
- Competence to translate knowledge and skills, both analytical and evaluative, in the development of processes and working methodologies.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Health Care Administrator, Medical Secretary, Hospital Clerk, Doctor's Office Receptionist

5. OFFICIAL STATUS OF THE DIPLOMA

| | |
|---|--|
| Name, status and address of the institution awarding the diploma | Name, status and address of the public authority issuing the entitlement to award a diploma to education providers |
| | The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se |
| Diploma Level (national or international designation) | Grading Scale |
| NQF/EQF: <i>scale not yet established</i> ISCED – scale: | 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 (hours/weeks/months/years) |
|--|---------------------------------|-----------------------------------|
| • College/education centre | | weeks |
| • Placement – Learning in a work environment | | weeks |
| Total teaching/study duration resulting in diploma | | weeks/years |
| <p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p> | | |

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

© European Communities, 2002