



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Vårdadministration

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

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 in taking responsibility for, and work practically with, health care administration.
- Skills in providing service and responding to each individual based on individual circumstances.
- Skills in understanding health care processes and in actively participating in the development of them.
- 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 THE HOLDER OF THE CERTIFICATE

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

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.

© European Communities, 2002