

**1. TITLE OF THE CERTIFICATE (DE) <sup>(1)</sup>****Diplom Führungsaufgaben**<sup>(1)</sup> in original language**2. TRANSLATED TITLE OF THE CERTIFICATE (EN) <sup>(2)</sup>****Diploma Managerial Tasks**<sup>(2)</sup> This translation has no legal status.**3. PROFILE OF SKILLS AND COMPETENCES**

Management of the nursing service at a hospital or at a nursing care institution:  
Responsibility for the quality of nursing and for the organisation of nursing activities throughout the institution.

This includes, in particular:

- Supervision, assurance and improvement of the quality of nursing and the organisation of nursing
- Management and deployment of nursing staff
- Organisation of material resources and supervision of their use in the field of nursing
- Co-operation with other institutions, organisational units and professions

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE <sup>(3)</sup>**

In particular, employment by hospitals, institutions that specialise in the prevention, diagnosis or treatment of diseases or in follow-up care, care of disabled persons or in collecting blood or blood components or that offer other health and social services as well as authorities offering home nursing.

**Pursuit of regulated professions on a self-employed basis:**

Upon notification of the district administrative authority according to Art. 36 of the *Gesundheits- und Krankenpflegegesetz (GuKG; Health Care and Nursing Act)*, nurses are entitled to work on a self-employed basis.

<sup>(3)</sup> if applicable**(\*) Explanatory note**

This document has been developed with a view to providing additional information on individual certificates; it has no legal effect in its own right. These explanatory notes refer to the Council Resolution no. 2241/2004/EG of the European parliament and the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

Any section of these notes which the issuing authorities consider irrelevant may remain blank.

More information on transparency is available at: <http://europass.cedefop.europa.eu> or [www.europass.at](http://www.europass.at)

<b>5. OFFICIAL BASIS OF THE CERTIFICATE</b>	
<b>Name and status of the body awarding the certificate</b>  Specialised course on managerial tasks; for the address, see the diploma	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  Federal Ministry of Labour, Social Affairs, Health and Consumer Protection
<b>Level of the certificate (national or international)</b>  ISCED 453 Diploma in terms of the Directive 2005/36/EC Article 11 (c)	<b>Grading scale / Pass requirements</b>  <u>Theoretical instruction:</u> excellent (1); good (2); satisfactory (3); sufficient (4); not sufficient (5) <u>Practical training:</u> pass with distinction; good pass; pass; fail <u>Overall rating of the performance at the final examination:</u> pass with distinction; good pass; pass; fail
<b>Access to next level of education/training</b> <ul style="list-style-type: none"> <li>• Access to further specialised courses</li> <li>• Access to the vocational matriculation examination (<i>Berufsreifeprüfung</i>)</li> <li>• Access to university courses; access to nursing science studies after passing the matriculation examination</li> </ul>	<b>International agreements</b>
<b>Legal basis</b>  <i>Gesundheits- und Krankenpflegegesetz</i> (Health Care and Nursing Act), BGBl. (Federal Law Gazette) I No. 108/1997, as amended <i>Gesundheits- und Krankenpflege-Lehr- und Führungsaufgaben-Verordnung</i> (Ordinance on Teaching and Managerial Tasks in Health Care and Nursing), BGBl. (Federal Law Gazette) II No. 453/2005	

<b>6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Specialised training on managerial tasks after completion of training for nurses under the <i>Gesundheits- und Krankenpflege-Lehr- und Führungsaufgaben-Verordnung</i> (Ordinance on Teaching and Managerial Tasks in Health Care and Nursing)</li> <li>• Courses at universities and universities of applied sciences recognised as being equivalent to specialised courses on managerial tasks under the <i>Gesundheits- und Krankenpflege-Lehr- und Führungsaufgaben-Verordnung</i> (Ordinance on Teaching and Managerial Tasks in Health Care and Nursing) or under an administrative order issued by the Federal Ministry of Labour, Social Affairs, Health and Consumer Protection</li> </ul>
<b>Additional information:</b>  <b>Entry requirements:</b> Diploma in nursing; admission test or interview. In agreement with the management of the specialised course, the institution organising it decides on admission.  <b>Duration of education:</b> 1,600 hours (1 year) <u>Theoretical instruction:</u> 1,300 hours <u>Study fields:</u> Person-interaction-communication; health-disease-society; science and profession; guidance and leadership; management; applied management of nursing care; special domain of the training institution <u>Practical training:</u> 300 hours  <b>Education objectives:</b> Acquisition of competence for the performance of managerial tasks.  <b>More information (including a description of the national qualification system) is available at:</b> <a href="http://www.zeugnisinfo.at">www.zeugnisinfo.at</a> and <a href="http://www.edusystem.at">www.edusystem.at</a>  <b>National Europass Center:</b> <a href="mailto:europass@oead.at">europass@oead.at</a> Ebendorferstraße 7, A-1010 Wien; Tel. + 43 1 53408-684 or 685