

1. TITLE OF THE CERTIFICATE (DE)⁽¹⁾
Zeugnis Ordinationsassistentenz
⁽¹⁾ in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)⁽²⁾
Certificate Doctor's Surgery Assistance
⁽²⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES
<p>Assistance in medical measures carried out on a doctor's orders and under supervision at doctor's surgeries, group practices, independent outpatient clinics, non-inpatient organisational units of a hospital and public health authorities.</p> <p><u>Medical sector</u> The graduate</p> <ol style="list-style-type: none"> has basic knowledge of anatomy and (patho)physiology and understands the relevant medical terminology; is familiar with typical structural and process organisations (including hygiene and waste disposal plan) in doctor's surgeries, group practices, outpatient clinics and public health authorities as well as the role and function of doctor's surgery assistants in those facilities; has an understanding of the regulations required for direct patient care in the doctor's surgery (social insurance, patient transport, health professions, including medical specialisations and their focal areas); is familiar with diseases and infection risks frequently occurring in primary healthcare as well as with the necessary self-protection measures at work; is able to perform the tasks assigned to him/her in line with the hygiene and waste disposal plan; has basic knowledge of the handling and prescription of medicinal products and medical devices; has basic knowledge of standardised diagnostic and therapeutic measures (e.g. EEG, ECG, audiometry), is familiar with the devices, materials and utensils used in those examinations/interventions and is able to operate or use them properly in his/her own field of tasks; is able to prepare, perform and follow up on the frequently occurring examinations/interventions listed below and is familiar with the procedures with regard to error sources and complications (e.g. first aid): <ul style="list-style-type: none"> - recording of basic medical data, - taking of blood from capillaries and veins (excluding children), - point-of-care testing of blood, urine and stools, is able to prepare tissue and test specimens (e.g. blood samples, tissue) for transport and dispatch them; acts in line with the provisions on sterility and hygiene; acts within the legal and technical limits of his/her profession. recognises the importance of a culturally sensitive and patient-oriented attitude in action situations; applies basic communication skills in contact with patients and in the team. <p><u>Administration:</u> The graduate</p> <ol style="list-style-type: none"> is able to use common office equipment (e.g. telephone, scanner, copying machine); is able to use IT systems specific to doctor's surgeries; is familiar with the principles of electronic patient and medicinal product management, e.g. e-card — health insurance card, ABS — approbation service for prescriptions of expensive drugs, EKO — reimbursement code); is familiar with the principles of rendering accounts to social insurance organisations and private patients, including dunning; is able to write typical business letters and to handle correspondence; is familiar with basic accounting for managing cash in hand; is able to assist patients in completing common forms or applications.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE⁽³⁾
<p>Employment by hospitals; employment by other establishments under medical or nursing management or supervision that specialise in the prevention, diagnosis or treatment of diseases or in follow-up care, nursing of persons needing care or in collecting blood or blood components; employment by medical practitioners and group practices; employment by a self-employed biomedical analyst or radiology technologist; employment by public health authorities or research, science, industry and veterinary services.</p>
⁽³⁾ if applicable

<p>(*) 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 Decision No. 2241/2004/EC 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/</p>
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5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate School for medical assistant professions or course on doctor's surgery assistance; for the address, see the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry of Labour, Social Affairs, Health and Consumer Protection
Level of the certificate (national or international) ISCED 351 Certificate pursuant to Article 11 (b) of Directive 2005/36/EC	Grading scale / Pass requirements Rating of the performance at the final exam before the examination commission "mit ausgezeichnetem Erfolg bestanden" (pass with distinction) "mit gutem Erfolg bestanden" (good pass) "bestanden" (pass) "nicht bestanden" (fail)
Access to next level of education/training Education in qualified medical assistance	International agreements
Legal basis <i>Medizinische Assistenzberufe-Gesetz</i> (Act on Medical Assistant Professions), Federal Law Gazette I No. 89/2012 <i>MAB-Ausbildungsverordnung</i> (Ordinance on Education and Training for Medical Assistant Professions), Federal Law Gazette II No. 282/2013	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
Training in doctor's surgery assistance under the <i>MAB-Ausbildungsverordnung</i> (Ordinance on Education and Training for Medical Assistant Professions)
<p>Additional information</p> <p>Entry requirements: Successful completion of the ninth school grade or passed basic education exam, medical fitness; trustworthiness</p> <p>Duration of education: min. 650 hours</p> <p>Theoretical instruction: <u>Subjects:</u> First aid and wound dressing; introduction to the healthcare system, including healthcare professions; ethical aspects of healthcare; introduction to general hygiene; applied ergonomics; health protection and promotion; communication and team work; medical terminology and documentation; anatomy and (patho)physiology: organ systems; diagnostic and therapeutic measures, pharmacology; administration; foundations of infectiology and hygiene, including disinfection and sterilisation; legislation relevant for the profession</p> <p>Practical training: Doctor's surgery, group practices, independent outpatient clinic, public health authority</p> <p>Principles of education and training: <u>Theoretical instruction:</u> Orientation to situations and actions in discussing topics, issues and problems in training; learning from examples to give preference to developing and understanding basic principles and fundamental knowledge over frequently superficial knowledge transfer; consideration of the didactic principle "from simple to complex issues"; promotion of key competences as a prerequisite of the situation-specific application of professional competence in the fields of activities, including situational competence for actions in interpersonal relations; work in teams and small groups in order to practice skills and techniques, to reflect on attitudes, opinions, views, behaviours and experiences and to make them useful for further learning processes; consideration of principles of adult education; application of modern teaching, learning and examination methods; integration of theoretical and practical training to permit an optimal theory-practice transfer. In this context, it has to be ensured that within the framework of practical training, skills are only applied in patient care after the theoretical instruction relevant for the subject field in question.</p> <p><u>Practical training:</u> The course participants/students are integrated in a team in practical training and actively participate in the relevant activities. To ensure an optimal theory-practice transfer, the guidance they receive in the course of traineeships is provided in agreement with and with continuous feedback to the course or school. This requires didactic preparation, implementation, follow-up, reflexion and evaluation. To ensure an optimal theory-practice transfer, the practical guidance they receive from the person in charge of training in the course of dual training in doctor's surgery assistance is provided with continuous feedback to the course management. The competences acquired during practical training are documented by the course participants or students and signed off by teachers or healthcare professionals or the person responsible for training. Within the framework of practical training, the course participants or students are only assigned activities that are directly related to their training. Healthcare professionals may provide guidance to a maximum of three course participants or students at the same time in the course of practical training. One person in charge of training may provide guidance to a maximum of two trainees at the same time in the course of dual training in doctor's surgery assistance. The suitability of an in-service training place has to be ensured with a view to occupational safety and health.</p> <p>More information (including a description of the national qualification system) is available at: http://www.zeugnisinfo.at and http://www.bildungssystem.at National Europass Centre: europass@oead.at Ebendorferstraße 7, A-1010 Vienna; Tel. + 43 1 53408 ext. 684 or 685</p>