

1. TITLE OF THE CERTIFICATE (DE) ⁽¹⁾**Abschlusszeugnis der Schule für medizinische Verwaltung**⁽¹⁾ In original language2. TRANSLATED TITLE OF THE CERTIFICATE (EN) ⁽²⁾**Final Examination Certificate of the School for Medical Administration**⁽²⁾ This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Vocational-specific communication in the mother tongue and in English, basic knowledge in Croatian
- Formally and linguistically correct layout of practically oriented papers
- Application of technical-specific terms and foreign-language appellations
- Planning, performing and post-processing of presentations
- Using supervision and mediation as an integrative part when working in social and health professions
- Basic knowledge in sociology, psychology and philosophy
- Knowledge in company and business relationships, the Austrian health system
- Organization and management in hospitals, nursing homes and care centers, doctor's offices
- Applying basic business knowledge, e.g. finance decisions, company and employee management
- Business accounting tasks and solutions by means of standard programs, e. g. revenue and expense statement, double bookkeeping, cost accounting, personnel accounting, calculation
- Knowing the means of legal recourse significant for private and working life, providing and evaluating legal information
- Basic knowledge in the area of information technology, ergonomics
- Practical use of standard software from the areas of word processing, table calculation, data bases and presentation programs
- Providing, analyzing, preparing and securing information, among others from the Internet
- Practical application of knowledge in the areas of publishing and photo processing
- Knowledge in the area of science, of the make-up of the human body, of the physiological functions of single organs as well as of general pathology (biology, anatomy, physiology, pathology)
- Basics of health care and prevention (health care processes, palliative care, home health care) including lab, instrument-, apparatus- and device-science
- Mastering first-aid measures; applying hygiene regulations
- Basic knowledge in the area of pharmacology
- Knowledge of customary staples and non-staples as well as of common and current nutrition and diet forms
- Creating food plans for target groups, diet forms
- Organizing receptions; guest hospitality
- Knowledge in the areas of training and body movement, therapeutic facilities
- Basics of various forms of body movement therapy

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽³⁾**Range of occupations:**

Employee in different branches of the economy, in the health industry and in administration at a middle business and administrative level, e.g. office clerk in a hospital or nursing homes, doctor's office receptionist, medical assistant in a doctor's office, secretary, team assistant. Furthermore basic education among others foreign language correspondent, secretary in an editorial office, personnel clerk.

⁽³⁾ if applicable.**(*) 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 2001/614/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 on transparency is available at: <http://europass.cedefop.eu.int/> or <http://www.europass.at>

5. OFFICIAL BASIS OF THE CERTIFICATE	
Name and status of the body awarding the certificate Educational institution "St Josef" of the Society of the Sisters of the Good Shepherd for instruction and education Hellbrunner Straße 14 5020 Salzburg	Name and status of the national/regional authority providing accreditation/recognition of the certificate Federal Ministry of Education, Science and Research
Level of the certificate (national or international) EQF/NQF 4 ISCED 35	Grading scale / Pass requirements 1 = excellent (excellent performance) 2 = good (good performance throughout) 3 = satisfactory (balanced performance) 4 = sufficient (performance meeting minimum pass levels) 5 = not sufficient (performance not meeting minimum pass levels) In addition, the overall performance at the final exam (matriculation- and diploma exam) is rated as follows: Pass with distinction, Good pass, Pass, Fail
Access to next level of education/training Admission to a secondary school for the employed.	International agreements The training level of a training programme completed with this certificate satisfies the requirements set out in Article 11, point (b) of Directive 2005/36/EC on the recognition of professional qualifications, as last amended by Directive 2013/55/EU.
Legal basis Curriculum and examination specification acc. to the statute for the School for Medical Administration acc. to order GZ 17.024/43-II/4/03	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE
Education within the framework of the prescribed statute for the School for Medical Administration.
Additional information Entry requirements: successful completion of school year 10, successful completion of school year 8, and an at least two-year appropriate professional experience Duration of education: 2 years Duration of compulsory work placement: 1 month during holidays Education goals: Acquisition of an extended general education and imparting knowledge and skills that qualify students to professions in the areas of economy, administration, wellness and nutrition, but particularly in the social and health areas; personality development, ability to be vocationally mobile and flexible, creativity and social engagement, ability to communicate in the mother tongue and foreign languages as well as readiness to permanent further education to be able to satisfy the continuing growing requirements in the area of administration; training the ability to solve organizational problems in the company taking into consideration economic, ecological and social views by means of modern technical auxiliaries and to work in teams; the ability to think and act in a responsible and integrated way; encountering other cultures with a view toward cosmopolitanism and tolerance; preparing young people for democratic thought and life in multi-cultural societies. Subjects include: Religious education, German including technical-specific terms, communication and presentation, English including technical-specific terms, business management, accounting, information and office management, applied computer science, political education and law, biology, anatomy and physiology, nutrition, kitchen and company organization, pathology, diagnosis and therapy including alternative healing methods, hygiene and infection science, pharmacology, sociology, psychology and philosophy, First Aid, healthcare and prevention including lab, instrument-, apparatus- and device-science, forms of movement therapy, movement and sports. Extended areas: foreign language seminar, company organization seminar, IT-seminar, general education seminar, personality development seminar, artistic-creative seminar, technical theoretical seminar, practice seminar.
More information (including a description of the national qualification system) is available at: http://www.certificate.at or at http://www.edusystem.at or at http://www.bmbwf.gv.at
National Reference Point: info@zeugnisinfo.at National Europass Center: europass@oead.at