



CERTIFICATE SUPPLEMENT (*)



1. TITLE OF THE CERTIFICATE ()

Nursing and reception secretary, programme of study for nursing and reception secretaries

2. TRANSLATED TITLE OF THE CERTIFICATE ()

Hjúkrunar- og móttökuritari

This translation has no legal status.

3. PROFILE OF KNOWLEDGE AND SKILLS

The holder

- Is familiar with the field of work, and the rights and responsibilities of nursing and reception secretaries
- If capable of looking after clients in accordance with the organisation's ideology and policies
- Is fully capable of performing duties included in the job descriptions of nursing and reception secretaries
- Is able to prioritise projects
- Meets clients and co-workers with professionalism and flair and respects the work of individuals in other fields, their skills and their jobs
- Works well with others
- Understands the importance of confidentiality and a pleasant manner in ensuring the well-being of clients in health institutions

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Nursing and reception secretaries are the health institution personnel that the client comes into contact with first. They work as receptionists in health institutions and look after the various processing of data. They assist in keeping patients' medical records, contact individuals on waiting lists, keep track of which staff are present at which times, sort through incoming mail, order tests and services for patients, send faxes, make photocopies and shred sensitive documents, keep medical records on hand in different departments, look after regular recordings of incidents relating to different departments, obtain specialised items from storerooms, order office supplies, forms and so on, as appropriate, and perform various computerised tasks.

(*) 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 2001/613/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: www.cedefop.eu.int/transparency

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5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate An Icelandic upper secondary school operating on the basis of the Upper Secondary School Act and the National Curriculum for Upper Secondary Schools, issued by the Minister of Education, Science and Culture.	Name and position of governing body or region that looks after certifying or confirming the certificate The Ministry of Education, Science and Culture
Level of the certificate (national or international) Upper secondary school level Isced 3	Grading scale / Pass requirements 1-10 Passing grade 5.
Access to next level of education/training Additional studies for matriculation.	International agreements
Legal basis The Upper Secondary School Act no. 92/2008.	

6. FRAMEWORK AND ORGANISATION OF TRAINING

The average duration of the education and training programme is organised as follows: formal education for four school terms, followed by 12 weeks of on-the-job training.

Entry requirements

Primary school graduation certificate

Additional information

Further information may be found on <http://eng.menntamalaraduneyti.is/>

National reference point

The Ministry of Education, Science and Culture, <http://eng.menntamalaraduneyti.is/>