

1. Title of the certificate <sup>(1)</sup>
Sağlık Hizmetleri Sekreterliği Alanı Tıbbi Sekreterlik Dalı
<sup>(1)</sup> In the original language

2. Translated title of the certificate <sup>(1)</sup>
Health Services Secretary Field Medical Secretary Branch
<sup>(1)</sup> If applicable. This translation has no legal status.

3. Profile of skills and competences
The holder of this certificate: <ul style="list-style-type: none"><li>• Uses computer at basic level and prepares documents using office softwares.</li><li>• Communicates effectively and speaks Turkish effectively.</li><li>• Uses touch-type.</li><li>• By controlling own emotions, helps providing psychological support for patient, ulcerous and relatives.</li><li>• Explains system diseases and medications used and their active substances.</li><li>• Applies first aid to patient or casualties.</li><li>• Performs managerial and material management operations.</li><li>• Makes patient and personnel operations on health institution information management system software.</li><li>• Makes work organisation.</li><li>• Performs patient registration and patient rights operations according to health occupations etics.</li><li>• Performs filing and archive services.</li><li>• Fills in health institution forms in electronic environment by using ICD 10 codes and sends to related institutions.</li><li>• Makes formal correspondings.</li><li>• Collects and analyses statistical data and makes epidemiological studies.</li></ul>

4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>
Medical secretary, patient advisory, patient files archivist, patient registry personnel
<sup>(1)</sup> If applicable

<b><sup>(*)</sup> Explanatory note</b>
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.
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### 5. Official basis of the certificate

<b>Name and status of the body awarding the certificate</b> Related secondary education institutions realising formal vocational and technical education which is subordinated to Ministry of National Education	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of National Education												
<b>Level of the certificate (national or international)</b> Level 4 occupation according to EQF. Level 4 occupation according to TQF. It complies with ISCED 3.	<b>Grading scale / Pass requirements</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Score</u></td> <td style="text-align: center;"><u>Grade</u></td> </tr> <tr> <td style="text-align: center;">85.00-100</td> <td style="text-align: center;">Excellent</td> </tr> <tr> <td style="text-align: center;">70.00-84.99</td> <td style="text-align: center;">Good</td> </tr> <tr> <td style="text-align: center;">60.00-69.99</td> <td style="text-align: center;">Average</td> </tr> <tr> <td style="text-align: center;">50.00-59.99</td> <td style="text-align: center;">Passing</td> </tr> <tr> <td style="text-align: center;">0-49,99</td> <td style="text-align: center;">Fails</td> </tr> </table>	<u>Score</u>	<u>Grade</u>	85.00-100	Excellent	70.00-84.99	Good	60.00-69.99	Average	50.00-59.99	Passing	0-49,99	Fails
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60.00-69.99	Average												
50.00-59.99	Passing												
0-49,99	Fails												
<b>Access to next level of education/training</b> The holder of this diploma can switch to higher education programs in line with related legislation.	<b>International agreements</b>												
<b>Legal basis</b> National Education Basic Law No. 1739 Vocational Education Law No. 3308 Regulation on Ministry of National Education Secondary Education Institutions Decree Law No. 181 (the duties and authorities of medical secretaries) Law on Socializing Health Services No. 224 Regulation on operating inpatient treatment institutions Regulation on Certificated Training of Ministry of Health (O.G. Date:21.10.2010 O.G No:27679) 27679 Statutory Decree on Organization and Duties of Ministry of Justice No 663 Regulation on Patient Rights Law on Circulating Capital Law on Public Procurement Regulation on Assignment Transfer Regulation on Private Hospitals Regulation on Procedures and Principles off Duties and Working of Service Units Affiliated to Ministry of Health Regulation on Procedures and Principles Applied in Formal Correspondings													

### 6. Officially recognised ways of acquiring the certificate

1. Having completed the health vocational high school or Anatolian health vocational high school program providing four-year education successfully.								
Vocational education takes 3 years after the 9th grade of formal education and the percentage and duration of theoretical and practical education withing the program are indicated below. Vocational education is provided both theoretically and practically. The duration of foreing language education is longer at Anatolian vocational and Anatolian technical high school.								
Description of vocational education and training received	Percentage of total programme (%)				Duration (hours/weeks/months/years)			
	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School	Vocaional High School	Anatolian Vocaional High School	Technical High School	Anatolian Technical High School
School-/training centre-based	73	73	-	-	108	108	-	-
Workplace-based	27	27	-	-	40	40	-	-
<b>Total duration of the education/ training leading to the certificate</b>					148	148	-	-

**Entry requirements**

1. For formal vocational education, having completed the lower secondary school and not exceeding the age limit according to related legislation
  2. Showing success at Placement Test
- Providing medical board report from a general hospital.

**Additional information**

This EUROPASS Certificate Supplement is prepared for graduates of 2015-2017

**More information (including a description of the national qualifications system) available at:**

[www.myk.gov.tr](http://www.myk.gov.tr)

[www.tyc.gov.tr](http://www.tyc.gov.tr)

**Europass**

<https://www.europass.gov.tr/>

<https://europass.cedefop.europa.eu/>

**National Reference Point**

<http://urn.meb.gov.tr>